**Certificate Of Employment Template**

**horizontal line**

### **Header**

* **Company Logo**
* **Company Name**
* **Company Address**

### **Title**

* **Certificate of Employment**

### **Body**

* **To Whom It May Concern,**
* **This is to certify that [Employee’s Full Name], holding the position of [Job Title], has been employed with [Company Name] from [Start Date] to [End Date or 'Present' if currently employed].**
* **During the period of employment, [he/she/they] has performed the following duties:**
  + **[Duty 1]**
  + **[Duty 2]**
  + **[Duty 3]**
* **[Employee's Name] has adhered to the required standards of conduct and has been a responsible member of our team.**

### **Footer**

* **Issued on [Date of Issuance] at [Location].**
* **For [Company Name],**
* **[Signature]**
* **[Name of the Authorizing Officer]**
* **[Position of the Authorizing Officer]**