

Certificate Of Employment Template

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]