

Template: Certificate of Employment

[Insert your address]

[Insert date]

RE: [Insert employees name]

To whom it may concern

This letter is to verify that **[Insert employees name]** has been employed by **[me / us / company name]** from **[Insert date]** to **[Insert date]** in the position of **[Insert position]**.

During this period the main duties of **[Insert employees name]** were:

For a verbal reference please call me on **[Insert phone number]**.

Sincerely,

[Insert your name]

[Insert your position in the company]

[Insert the company name]