

# Service Certificate

## (To Whom It May Concern)

This is to certify that **[Employee Name]**, holding the designation of **[Designation]**, was employed with **[Company Name]** from **[Start Date]** to **[End Date]**.

During their tenure, **[Employee Name]** was assigned to the **[Department/Division]** and was entrusted with the following key responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We hereby state that **[Employee Name]** has performed their duties satisfactorily during their period of association with us. We wish them all the best in their future endeavors.

Date of Issue: [Date of Issue]  
Place of Issue: [Place]

\_\_\_\_\_  
[Authorized Signatory]  
[Designation]  
[Company Name]

## Important Notes:

- This certificate is official only if signed and stamped by the authorized person.
- All details should be accurate and verified with the company records.
- Issued solely for the purpose of verifying employment history.
- Any tampering or misuse of this certificate is strictly prohibited.