

# Employment Character Certificate

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Date: \_\_\_\_\_

To Whom It May Concern,

This is to certify that **Mr./Ms.** \_\_\_\_\_, S/o or D/o **Mr./Ms.** \_\_\_\_\_, has been employed with \_\_\_\_\_  
**(Company/Organization Name)** as a \_\_\_\_\_ **(Designation/Position)** from  
\_\_\_\_\_ **(Date of Joining)** to \_\_\_\_\_ **(Date of Leaving/Present)**.

During his/her tenure with us, we found him/her to be sincere, hardworking, and dedicated to his/her responsibilities. His/her conduct and character, both professionally and personally, have been exemplary and beyond reproach.

To the best of our knowledge, there is nothing on record that makes him/her unsuitable for employment elsewhere. We wish him/her all the best in his/her future endeavors.

This certificate is being issued upon his/her request, without any liability on our part.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company/Organization Stamp:** \_\_\_\_\_

## Important Notes:

- This certificate should be issued only by authorized personnel of the organization.
- Details mentioned must be accurate and verified with official records.
- Alteration or misuse of the certificate may attract legal consequences.
- This document does not serve as a guarantee of future employment.
- Retain a copy of the issued certificate for internal records.