



Date

To whom it may concern

Re: Certificate of Service

This is to confirm that <insert employee name> was employed at <insert company name> as <insert position title>.

He/She commenced employment on <insert date> and finished up on <insert date> due to <insert resignation reason>

If you have any questions in relation to the above, please feel free to contact me.

Yours sincerely

Manager
Manager Title
Company

cc: anyone from the organisation that you are sending this letter to