[Company Name]

**[**Street Address, City, ST ZIP Code]

[Phone]

[Email]

**[**Website]

**To Whom It May Concern**

[Type Date Here]

This is to certify that Mr. / Miss/ Mrs. ------------------------------- (Name of Employee) ----------------------------- (Employee #) is working with our esteem organization / company under the title of ---------------------------------------------------- (Title of employee) since ----------------------------------------- (Date of inception of job). We found this gentleman fully committed to his/her job and totally sincere toward this organization /company.

We are issuing this letter on the specific request of our employee without accepting any liability on behalf of this letter or part of this letter on our organization / company.

Warm regards,

YOUR NAME HERE

Your Title