[Insert organisation name/logo]

# eMPLOYEE CERTIFICATE OF SERVICE

**🖌Note\***

It is recommended to delete the template format and print the certificate on official organisational letterhead paper.

\*Please delete note before finalising this document.

To whom it may concern,

This is to certify that **[insert employee name]** was employed by the **[insert organisation name]** from **[date of commencement]** to **[date of cessation]** on a **[full-time / part-time]** contract of **[no.]** hours per week.

At the time of leaving the organisation, he/she was employed in the position of **[position title].**

**[Insert other information].**

Regards,

**[Insert CEO/Manager signature]**

**[Insert CEO/Manager name]**

**[Chief Executive Officer/Manager]**

**[Insert date]**