**Sample of a CERTIFICATE OF EMPLOYMENT**

Here’s a simple draft/sample of a certificate of employment. if this be of help to your need, you may use this, you may edit this if you want to add other information about you and your work... i hope this can help you..  
  
\_\_\_\_\_\_\_\_\_\_\_\_ (date)  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
(the person you are writing to..) OR  
  
TO WHOM IT MAY CONCERN:  
  
This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your name) has been our employee since \_\_\_\_\_\_\_\_\_\_\_(date of start) to \_\_\_\_\_\_\_\_\_\_(end of work). He has been serving our company as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your position in your work) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (years of stay).  
  
In his \_\_\_\_\_\_\_\_(years of stay) years/months of stay as \_\_\_\_\_\_\_\_\_\_\_\_\_ (your position in your work) in our company, Mr./Ms./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your family name) showed full dedication to his/her work which makes him/her one of the assets of our company.  
  
This certificate has been issued upon request of the interested party for reference purposes.  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Signature & printed name of your employer)  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Name of the company of your previous work)