Ref:

Date:

Attach:

**Subject:** Certificate of Employment

To whom it may concern,

This is to advise that <Employee full name> has been a <full-time/Part-time/Freelance> employee in <Company name> as a <Job position> since <Start date> till <End date of work>. Based on the latest pay stub, his salary is about <Salary amount> per year.

His main job duties are as follows:

1. <Main duties>
2. <Progress and achievements>

He has worked in the field of <job title> under supervision of <Supervisor's name>, the Project Managers, who have been extremely impressed by his skills, knowledge and abilities. We truly believe <Employee full name> will be an asset for any company in this field, and strongly recommend him for any related program/position.

Please do not hesitate to contact me at <Email or Phone number> for further information.

**Manager's signature**