

[On the Company's Letter Head with full contact details]

Ref:

Date:

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that the Mr/Mrs..... is/was working in this organization from Dt..... to Dt..... His/Her remuneration is/was Rs ...../- only. His/Her conduct in the organization is/was satisfactory.

His/Her designation is/was..... and the brief Job profile is/was as given below:

.....  
.....  
.....  
.....  
.....

**Authorised Signatory**

**Name.....**

**Designation.....**

**With seal of the Organisation**

**TIN/Sale/ Service Tax No: .....**

**Company Regn No:.....**