

# Service Certificate

**Employee Name** : \_\_\_\_\_

**Employee ID** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Department** : \_\_\_\_\_

**Date of Joining** : \_\_\_\_\_

**Date of Relieving** : \_\_\_\_\_

This is to certify that **Mr./Ms.** \_\_\_\_\_ was employed with us as \_\_\_\_\_ in the \_\_\_\_\_ department from \_\_\_\_\_ to \_\_\_\_\_. During their tenure, their conduct and performance were found to be satisfactory.

We wish them all the best in their future endeavors.

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory  
(Company Name & Stamp)