

# 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)