

# DETAILED JOB SERVICE CERTIFICATION

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

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

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

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

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

Date of Exit: \_\_\_\_\_

## Details of Service

Period of Service: \_\_\_\_\_

Type of Employment: \_\_\_\_\_

Location: \_\_\_\_\_

Last Drawn Salary: \_\_\_\_\_

## Roles & Responsibilities

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## Remarks / Comments

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Company Seal