

DETAILED JOB SERVICE CERTIFICATION

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

Remarks / Comments

Date _____

Authorized Signatory _____

Company Seal _____