To whom it may concern

Company Name

This is to inform and certify that Mr. Steven John was working as a full-time worker with ‘The ShowCase Company’, California. He was working as ‘HR manager’. As per the employee record, his tenure of employment with us was five years from 12th January 2012 – 13th February 2017.

During his time with us, we found him a hardworking person with excellent communication, leadership, and management skills. He proved himself as an exceptional team-worker throughout his job. His friendly and candid personality changed the atmosphere of our HR department and increased the productivity of the department to a great extent.

In addition to his job description that mainly included management of all HR issues, he was always ready to take other responsibilities as well. Over his employment period, he had supervised and managed many projects. In addition, he had conducted many training seminars and personal sessions which were not a part of his job description. On various occasions, he had helped people from many different departments as well in the performance of their tasks.

He was a very responsible, dedicated and dependable employee. We find great pleasure in providing this certificate to ascertain his capabilities and skills. We wish him the very best of luck!

If you need any documents related to his employment with us, feel free to contact us.

Regards,

Joe Smith.

5432 Any Street West

Townsville, State 54321 USA

(543) 543-5432 (800) 543-5432

(543) 543-5433 fax

wordexceltemplates.com