

January 5th, 2020

To Whom It May Concern

This certificate is to declare that Mr. James Smith has been a part of our company for the past 2 and a half years, working as the Assistant Manager.

From June 1st, 2017 to December 30th, 2019.

During this time, we found Mr. Smith to be professional, honest, hardworking and loyal towards his duties and responsibilities. According to the records, Mr. Smith has a great contribution in achieving the organizational objectives and goals and towards the growth and advancement of the company.

Moreover, Mr. Smith has led an exemplary work-life for his colleagues. Always helping out and solving problems that came in the way.

The decision to end this job is solely his own personal decision and we wish him the very best for his succeeding career.

Regards,

Nathan Paul

CEO ABC

[Signature]

Business Name

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123 Your Location  
city, state, zipcode.

Work Experience Certificate

Company Name