To:

Name of the clerk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the clerk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**To whom it may concern**

This is to certify that Mr. ABC has worked for XYZ Company as a clerk for 8 years. His employment period is from 8th June 2013 to 7th August 2021. During this whole period, the company has found his services to be satisfactory. The job roles he was assigned in the company were:

1. To keep a record of all the business transactions carried out in the name of the business
2. To sort and compile the data related to the transactions
3. To compute and proofread the data before it is forwarded for further analytics
4. To deliver messages to clients and customers
5. To review documents and files before they are sent
6. To monitor the data processing in the company
7. To issue receipts and other documents to clients and customers.

We wish him the best of luck in his future

Name of the employer

Signatures of the employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

Date of issuance: