**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **<Employee Name>** working in our organization, at **<Location>**, as **<Designation>** from **<Date>** to **<Date>**. His duties included working **<Job Duties>**. His sense of responsibility, maturity beyond his age in dealing with clients, understanding with team makes him universally acceptable and he gets along with all. His work output is positively influenced by his strength in communication and task-orientation.

We wish him best in career ahead.

Sincerely,

**<person providing reference>**

**<position>**

**<company>**