

CERTIFICATION

This is to certify that **Applicant's Name** was previously employed with **Your Company Name** as a **Full-time/ Part-time employee**.

Position:
Department:
Date Hired:
Resignation Date:

This certification is issued upon the request of **Name of Person Making Request** for whatever legal purpose it may serve.

Done in **Name of City** this ____ day of **Month, Year**.

Certified by:

Name of Officer
HR Supervisor