Date:

**TO WHOM IT MAY CONCERN**

This is to certify that Mr./Mrs. XXXXXX Son/Daughter of Mr. XXXXXX worked as office Assistant in our company from 17 oct. 2017 to 25 Oct 2021 with our entire satisfaction. During his/her working period we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. He/she is amiable in nature and character is well. We have no objection to allow him /her in any better position and have no liabilities in our company.

We wish him/her every success in life.

Sincerely,

XXXXXXXXXXX

(Chief executive officer)