A black and orange logo

Description automatically generated with medium confidence

**[Position]**

To whom it may concern:

This is to certify that **[Employee Name],** of **[Country’s]** nationality holding a passport **[#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]** has been employed by our organization since **[Hiring Date]** till this date, as [Position]. His/her monthly compensation comprises of the following:

|  |  |  |
| --- | --- | --- |
| **1** | Basic Salary |  |
| **2** | HRA Allowance |  |
| **3** | Transportation Allowance |  |

This certificate has been issued upon the request of the above-named person for whatever legal purposes this may serve.

Respectfully Yours,

**[Company Name]**

**[Signatory Name]**

Certificate of Employment

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference: CEA/FA/2024/06-002**