**Date:** [Insert Date]

CERTIFICATE OF EMPLOYMENT  
FOR ADMINISTRATIVE STAFF

To Whom It May Concern,

This is to certify that **[Employee’s Full Name]**, [Nationality], has been employed as an administrative staff member at **[Company Name]**. The details of their employment are as follows:

* **Position:** [Job Title, e.g., Administrative Assistant, Office Manager, Executive Secretary]
* **Department:** [Department Name]
* **Employment Type:** [Full-Time/Part-Time, Permanent/Temporary]
* **Employment Duration:** From [Start Date] to [End Date]/Currently Employed
* **Work Hours:** [Number of Hours per Week]
* **Salary:** [Monthly/Hourly Rate]

During their time with us, **[Employee’s Full Name]** has exhibited outstanding organizational skills, attention to detail, and a strong commitment to supporting the operational needs of our organization. Their responsibilities have included [mention key responsibilities, e.g., managing schedules, handling correspondence, coordinating meetings], which have been vital to our daily operations.

This certificate is issued upon the request of **[Employee’s Full Name]** for any purpose it may serve.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Authorized Signatory’s Name]**  
[Designation]