[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Service Certificate

Confirming that an employee has been relieved of duties, with the last working day and the service period.

Reference: [Reference number] **Date:** [DD Month YYYY]

This is to certify that [Employee name] was in the service of [Company name] from [Employment start date] to [Last working day].

Service details

Role	Department	From	To
[Job title]	[Department]	[Employment start date]	[Last working day]

Total service: [Service period]**. The employee is relieved of duties with effect from** [Last working day]**.**

During employment with [Company name], [Employee name] carried out the duties of the role with dedication and maintained a good conduct record.

For verification, please contact [Contact name], [Contact role], on [Contact telephone] or at [Contact email address].

Yours sincerely,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]

Company seal: _____