**[Business Letterhead]**

[Date]

**[Complete Name of the Intended Addressee]**

[Position]

Dear [*Name of the Intended Addressee*],

I, [*Complete Name of the Sender*], have worked as a [*Job Title*] for [*Company Name*] from [*Duration or Period of Employment*]. I’m requesting a Certificate of Employment indicating [*mention the details you want to be included in the certificate, like your name, position held, salary, and tenure*].

The certificate is required for the new position I’m applying for. I will be forever grateful for the mentoring, skills, and experience I gained in my previous role, but it’s time for me to step into a new chapter of my professional life. The certificate will be required to authenticate my job history. If you can grant my request and issue the certificate by [*specify your preferred date to give a sense of urgency*], that would be greatly appreciated.

Thank you, and I look forward to your response on this matter.

Respectfully,

**[Complete Name of the Sender]**

[Contact Number]

[Email Address]