

# Employment Certificate Request

**Date:** [Insert Date]

**To:** [Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an employment certificate for my time at [Company Name]. I require this document for educational purposes as I am applying to [Institution/Program Name] and they require proof of my employment.

My details for your reference are as follows:

Name: [Your Name]

Position: [Your Position]

Duration of Employment: [Start Date] to [End Date]

I would be grateful if you could prepare this certificate at your earliest convenience. Please let me know if you need any further information or if there are forms I need to complete.

Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Contact Information]