

Employment Certificate Request

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an employment certificate stating my tenure and job role at [Company's Name]. I am currently in the process of applying for a new job opportunity, and an employment certificate would greatly assist me in this endeavor.

If possible, I would appreciate having the certificate by [insert deadline], as it would help expedite my application process.

Thank you for your assistance in this matter. Please let me know if you require any additional information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]