Employment Certificate Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request an employment certificate for my time spent at [Company Name], where I was employed from [Start Date] to [End Date]. This document is essential for my records and future employment opportunities.

Please let me know if you need any further information or documentation to process my request. I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]