

# Formal Announcement of Certification Completion

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to announce that [Employee's Name/Student's Name] has successfully completed the [Name of Certification Program] on [Completion Date]. This achievement reflects their dedication, hard work, and commitment to professional development.

[Employee's Name/Student's Name] has gained valuable knowledge and skills through this certification, and we are confident that these will contribute positively to [his/her/their] performance and the overall success of our organization.

We would like to congratulate [Employee's Name/Student's Name] on this significant accomplishment. Please join us in celebrating this milestone during our upcoming [Event/Meeting] on [Date/Time].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]