**Certificate of Employment Template**

**[City]**, **[Year, Month, Day]**

**[Address (*Street, City, Province/State)*]**

**[Postal code]**

This letter certifies that **[Name of the employee]** is working for **[Name of the company]**. **[Name of the employee]** has been working for this organization since **[Date of the arrival]** as **[Name of the position]**.

**Employee position:**

**Department:**

**Hiring date:**

**Position type:** temporary, permanent, seasonal, etc.

**Annual salary:**

**Average number of work hours:**

For any additional information, please contact me.

**[Signature]**

**[Name]**

**[Title]**

**[Email]**

**[Phone number]**

