***LETTER TEMPLATE***

<Company Name>

<Address Line 1>

<Address Line 2>

<Address Line 3>

From

<HR Signatory Name> <DD/MM/YYYY>  
<HR Signatory Designation>

<Office Address>

**To Whomsoever It May Concern**

**Sub: Employment Letter**

This is to certify that Mr / Ms <Employee Name> is employed as a permanent employee of <Company Name & Address>. He / She has been employed with us since <Date of Joining of employee> and his / her current designation and grade/level is <mention Designation, Grade/Level>.

This certificate is issued at the request of the said employee for <mention reason> and <Company name> does not provide any guarantee or will accept any obligation arising out of its use by the aforesaid employee in whichever manner they deem fit.

Regards

For <Company Name>

<Name of Signatory>

<HR Designation>

***EMAIL TEMPLATE***

**To Whomsoever It May Concern**

**Sub: Employment Letter**

This is to certify that Mr / Ms <Employee Name> is employed as a permanent employee of <Company Name & Address>. He / She has been employed with us since <Date of Joining of employee> and his / her current designation and grade/level is <mention Designation, Grade/Level>.

This certificate is issued at the request of the said employee for <mention reason> and <Company name> does not provide any guarantee or will accept any obligation arising out of its use by the aforesaid employee in whichever manner they deem fit.

Regards

For <Company Name>

<Name of Signatory>

<HR Designation>