

EMPLOYMENT CERTIFICATE REQUEST LETTER

John Smith
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(555) 123-4567
August 26, 2023

Jane Johnson
HR Manager
ABC Tech Solutions
456 Tech Avenue
Cityville, CA 67890

Dear Jane Johnson,

I hope this letter finds you well. I am writing to kindly request an employment certificate for my tenure at ABC Tech Solutions. I had the privilege of serving as a Software Developer from June 1, 2020, to August 15, 2023, and I believe an employment certificate would greatly assist me in various future endeavors.

During my time at ABC Tech Solutions, I dedicated myself to contributing to the team's success and took on responsibilities that aligned with the company's goals. My experience allowed me to develop valuable skills such as software development, problem-solving, and teamwork, which I believe will be an asset in my continued professional journey.

I am applying for new opportunities, and many employers require verification of my previous employment. An employment certificate would not only validate my time with ABC Tech Solutions but also highlight my dedication and achievements during my tenure.

I kindly request the certificate include details such as my job title, employment dates, and a brief overview of my responsibilities. If there's a standard format for such certificates at ABC Tech Solutions, please follow that. If not, a simple and official letter on company letterhead would be greatly appreciated.

I would be grateful for your prompt attention to this request. If there are any forms or procedures I need to follow, please let me know, and I will ensure everything is completed promptly.

Thank you for your support throughout my time at ABC Tech Solutions. I am proud of my association with the company and believe that this certificate will further underscore the positive impact it had on my professional growth.

I can be reached at (555) 123-4567 or john.smith@email.com if there are any questions or clarifications needed.

Thank you once again for your time and assistance.

Sincerely,
John Smith