December 7, 2021

**Certificate of Employment**

To Whom It May Concern:

{%p if company\_brief %}

{{ company\_brief }}

{%p endif %}

We hereby certificate that our company’s employee, {{ full\_name }} (Passport Number: {{ personal[‘passport\_number’]}}),

{%- if end\_date==”present” -%}

has been working in our company since {{ start\_date }}.

{%- else -%}

had worked in our company since {{ start\_date }} to {{ end\_date }}.

{%p endif %}

{%p if work\_more\_than\_1 %}

{{ short\_name }} worked in {{ position\_number }} positions in different period, which are summarized below. The main responsibilities and duties are included in Appendix.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Work Unit | Position |
| {%tr for w in work %} | | | |
| {{ w[‘start\_date’] }} | {{ w[‘end\_date’] }} | {{ w[‘department’] }} | {{ w[‘job\_title’] }} |
| {%tr endfor %} | | | |

Should you have further concerns about the employment details of {{ short\_name }}, please feel free to contact me.

Yours sincerely,

{{ hr\_rep\_name }}

{{ hr\_rep\_position }}

{{ hr\_rep\_department}}

{{ hr\_rep\_phone }}

{{ hr\_rep\_email }}

**Appendix:**

{% for w in work %}

|  |  |
| --- | --- |
| {{ w[‘start\_date’] }} – {{ w[‘end\_date’] }} | **Work Unit: {{ w[‘department’] }}** |

**Job Title: {{ w[‘job\_title’] }}**

**Working hours/Week: {{ weekly\_hours }}**

**Main Duties:**

{% for d in w[‘duties’] %}

* {{ d }}

{% endfor %}

{% endfor %}

{%p else %}

{{ short\_name }}

{%- if end\_date==”Present” -%}

worked

{%- else -%}

works

{%- endif -%}

{{ work[0][‘weekly\_hours’] }} hours per week at the position of {{ work[0][‘job\_title’] }}, and {{ his\_her }} main duties are as the following:

{%p for d in work[0][‘duties’] %}

* {{ d }}

{%p endfor %}

Should you have further concerns about the employment details of {{ short\_name }}, please feel free to contact me.

Yours sincerely,

{%p if hr\_rep\_name %}

{{ hr\_rep\_name }}

{%p endif %}

{%p if hr\_rep\_position %}

{{ hr\_rep\_position }}

{%p endif %}

{%p if hr\_rep\_department %}

{{ hr\_rep\_department}}

{%p endif %}

{%p if hr\_rep\_phone %}

{{ hr\_rep\_phone }}

{%p endif %}

{%p if hr\_rep\_email %}

{{ hr\_rep\_email }}

{%p endif %}

{% endif %}