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| **MODEL: Work certificate of your current employment AND previous managerial positions** |

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| **Company’s Letterhead**  **Dated :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_*  *less than 2 months IF it is your current position*  **To**: *Name of the person Address* \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **To Whom It May Concern:**  This is to certify that Mr. Ms.\_**NAME\_Firstname**\_is employed in our company (*Company´s Name)* \_\_\_\_\_\_\_\_\_\_\_\_ since (*date*) \_\_\_\_\_\_\_\_\_\_\_\_ up to present or *(end date)*.  His/her main activities as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(position title)* are: (*descriptions in point forms)*  - Projects management  - Human ressources management  - Financial/budget responsabilities  For more inquiries and verification, please feel free to contact our office.  Sincerely yours,  Signature  Name of the person in English, Designation, E-mail address, Telephone  (*Signed by the Director / HOD / Manager / HR Department Head / Authorised Signatory)*  **Company’s Seal or Stamp** |