Informal/Heartfelt Service Certificate Letter

[Company Name]

Subject: Service Certificate
Hi [Employee Name],
We're glad to acknowledge your time with [Company Name] as a [Designation] from [Start Date
to [End Date]. Your hard work, positive attitude, and team spirit have made a lasting impact on all of
us.
Wishing you every success in your next adventure!
Cheers,
[Manager Name]

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