**(To be printed on letterhead)**

**Ref**. [Insert reference number] **CONFIDENTIAL**

Nairobi, [insert date]

##### CERTIFICATE OF SERVICE

This is to certify that [insert name of employee] was an employee of [insert name of company] with effect from [insert date of joining] to [insert date of departure]

At the time of her departure she held the position of [insert designation], in [insert name of department] at [insert station].

Yours faithfully

### [insert name of authorized signatory]

## [Insert designation of authorized signatory]

Cc: File