Employment Character Certificate

Editable certificate wording for an authorized issuer

Issuing institution and address

_____

Certificate reference	Date of issue
[Reference]	[Date]

Certification

This is to certify that [employee full name] worked with [organization] as [position] in [department] from [start date] to [end date].

Based on my professional contact with this employee during [period], I can confirm [specific and accurate statement about workplace conduct]. [Optional factual example relevant to the requested purpose.]

This certificate is issued at the individual's request for [purpose or receiving organization]. The statement is limited to the period and circumstances described above.

Authorized signature and printed name

_____

Designation and institutional contact

_____

Official stamp if required

_____

Drafting note: the issuer should verify every statement and follow the recipient's required format before signing.