**Date** (Example: **January 1, 2022**)

**To anyone this may apply/To whom it may concern**

Subject: **Service Record/Certificate of Employment**

Dear sir/madam:

This is to certify that (**Your name)**, Filipino national, with passport number/Identification number **(enter number here)** is currently (if former employee, change to **formerly**) employed by **(Name of company or institution)** as **(Your position or function in the company)**, **which started on** **(Date of start)**. (If former employee, change to **which covered the period of** **Start Date** **to** **End Date**)

**Other job details maybe added here but should be brief.**

Any consideration extended, and privileges granted, to him in this regard will be highly appreciated.

Kindest regards,

**Name of authorized administrator/HR**

 **with his/her signature above it**