

Employer's Company Header

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**