[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

To Whom It May Concern,

This is to certify that Mr. Dan has been working with the XYZ Group of companies for the past three years in the capacity of an accounts manager. His joining date is 23rd April 2018. He is a regular employee of the company receiving a monthly salary of $7000/- with an annual bonus of $21,000/-.

He works on a full-time basis. For more queries please feel free to contact on our universal number 111-222-333.

Sincerely,

[Your Name]

[Title]