**Certificate of Service from Employer**

horizontal line

**XYZ Corporation  
1234 Commerce Way  
Portland, OR 97201  
Tel: (503) 555-0198  
Email: hr@xyzcorp.com**

**Certificate of Service**

This is to certify that:

**John A. Smith  
Senior Analyst  
Market Research Department**

has been employed with **XYZ Corporation** since **January 15, 2010**, and has completed **12 years** of service as of **January 15, 2022**.

During his tenure, John has demonstrated a high level of dedication, expertise, and professionalism in all aspects of his role. We acknowledge and appreciate his contributions to our success and wish him all the best in his future endeavors.

**Issued on:** November 2, 2024

**[Signature of Authorizing Official]  
Jane Doe  
Human Resources Manager**

**Company Seal:** [Space for Seal if applicable]