**Included:**

Introduction

Certification letter Tips

Sample Certification letter

Certification letter Template

Certification letter

Letters.org

**Introduction**

When someone joins a course to upgrade his qualifications, he is given a certification letter by the authority for successfully completing the course. This letter act as a proof that the person has completed the course in particular time duration.

The Certification letter is just a written document; it is not a report card mentioning percentage. One must submit his certification letter wherever he applies for a job.

**Certification letter Tips**

Few tips should be considered for writing a certification letter:

* Certification letter should be given immediately after the completion of the course.
* The letter should clearly mention each and every detail in a nice and formatted way.
* Tone of the letter should be formal.
* The wordings of the letter should express professionalism in writing.
* Once you are through writing the letter, please recheck the same for spelling mistakes or grammatical errors.

Sample Certification letter

To,

Michael Rogers

123, Southern Apartments

California

Date (Date on which letter is written)

From,

Steven Jacob

Managing Director

ONG Institute of Management

California

Sub: Certificate letter

Dear Michael,

It gives me immense pleasure to give you this certification letter for successfully completing your Diploma in Marketing Management from our institute. We would also like to extend our gratitude towards you for signing up for this program with duration of one year. I am also very much impressed by your punctuality which you have shown while coming for the lectures.

You can collect your mark sheet from the office anytime whenever you wish to come. I wish you all the best for your future endeavors and wish that this course should prove helpful in your career objectives.

I wish you all the best.

Yours sincerely’

Steven Jacob

# Certification letter Template

# To,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date (Date on which letter is written)

# From,

# \_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_

# Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Dear Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the person),

# I am writing this letter to inform you that you have successfully completed your course in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mention the course) with effect from \_\_\_\_\_\_\_\_\_\_ (date) for a duration of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. We are really thankful to you for choosing \_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the institute) and having trust in us.

# The percentage obtained by you is \_\_\_\_\_\_\_ (percentage). You can collect your mark sheet from the office. The management is also very much impressed by your performance and your name is also displayed in our office board in best students category.

# I wish you all the best for your career growth and hope that this course should bring you nearer to your career objectives.

# With all best wishes,

# Yours sincerely’

# (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

# Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org