

Letters.org

CERTIFICATION LETTER

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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'

(_____)

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