Philippines certificate of employment

Editable sample letter: replace the details with your own records before signing

Employer: [Company]
Address: [Address]
Employee: [Employee Name]
Employee number: [Employee ID]
Position: [Designation]
Inclusive dates: [Start date] to [End date]

To whom it may concern,

This is to certify that [Employee Name] was employed by [Company] as [Designation] from [Start date] to [End date]. Recorded duties were serving customers on the shop floor, processing returns against receipts, and locking the day's sales tally for the supervisor.

Compensation: monthly basic pay of PHP 18000, stated because this HR file agreed to disclose it. Delete this line if your company does not state pay on a certificate of employment.

This certificate does not include 13th-month pay, SSS, PhilHealth, or Pag-IBIG, and it is not a BIR form or a clearance.

For [Company]
Authorised HR signatory and stamp: [name and designation]