

Employment Certificate (Format)#

To be issued in Company Letter Head & Certified by Employer

Date: ___/___/___

TO WHOMSOEVER IT MAY CONCERN

Mr./Ms _____ is/was employed in our organization as _____ (Designation) from _____ to _____ with a total work experience of _____ Year _____ Month _____ Days as per our employment records.

The experience involves use of **energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation, building design or building energy management etc.**

This certification is being issued upon the request for appearing in National Certification Examination for Energy Manager and Energy Auditor.

Signature of Authorized Official : _____

Name of Authorized Official : _____

Designation : _____

Office Seal

Note:

*** Training period should not be included in the total work experience.**

The above content is format only, not mandatory to reproduce the same lines.