

CERTIFICATION

Embassy of XXXX

Address of the Embassy

Dear Sir/Madam:

This is to certify that **MR. JUAN DELA CRUZ** is employed/hired by **(COMPANY NAME)** as **(YOUR POSITION/TITLE)**. He has been rendering consultancy services to our company since **(DATE OF HIRING)** up to the present.

As **(POSITION)**, he is in charge of the **(LIST DOWN YOUR RESPONSIBILITIES)**.

As Consultant, Mr. Dela Cruz receives PHP XX,000 a month as compensation for part-time work. He is not required to apply for Leaves of Absence, nor is he required to report to the office on a regular basis. He is also not issued a Company ID. This certification, however, serves as proof of Mr. Dela Cruz's affiliation with us as Consultant.

This certification is issued to Mr. Dela Cruz upon his request for any legal purpose it can serve.

Sincerely,

NAME OF YOUR CLIENT

POSITION

ADDRESS

CONTACT NUMBER

EMAIL ADDRESS