

**\*COMPANY LETTERHEAD / NAME / LOGO\***

## **Customer Service Training Certificate**

**Name of employee:** \*full name as on passport\*

**Employer:** \*name of employer\*

**Training duration:** \*duration (minimum 3 months)\*

This letter is to confirm that \*employee name\* has completed on-the-job training with our company. During his employment he has been trained to work with the following skills:

- Example skill 1
- Example skill 2
- ...

\*place and date \*

\*signature of person writing the reference\*

\*name of person writing the reference\*

\*job title of person writing the reference\*

\*full company name, address and contact details\*