

Date and Number.....

To Whom It May Concern,

Work Certificate

It is hereby certified that, son/daughter of, born on, birth certificate No., issued by registry office of, has worked at this company (Reg. No.....), located in.....on a full time/part time basis (44/25 hours a week) as a from to based on the labor law of the Islamic Republic of Iran, and he/she receives annually (based on the latest contract). It is noteworthy to mention that the company's manager has expressed complete satisfaction with her/his performance.

Her/His main duties at this company are listed below:

- 1
- 2
- 3
- 4
- 5
- 6

This letter has been issued upon her/his request to receive her/his work records and without any obligation on this company.

Please do not hesitate to contact me at or via email..... if you need any further information.

Yours faithfully,

Name of supervisor or manager