

Date:.....

Dear Honorable Ambassador.

Best Regards,

I am The manager of Company, assure you that this is to certify That Mr. (name here) is working as a (job Title) for our company, and that's since (Date), with current gross salary SR per Month, his Number of Insurance is.....

And I assure that he has never been aggressive or violent or involved in any sort of Criminal Activity.

If You Need Any Other Details, Please Contact Our Office at (Phone number).

Sincerely,

Manger Signature: