**Sample Bonafide Letter**

**[Company Letterhead]**

**Date: [Date]**

**To Whom It May Concern,**

This letter certifies that [Employee Name] is a bonafide employee of [Company Name], holding the position of [Job Title] since [Start Date (Month & Year)].

This certificate is issued upon [Employee Name]'s request for [Reason for needing the certificate, e.g., visa application, opening a bank account].

[Optional: Briefly state the employee's role and responsibilities in the company.]

We confirm that [Employee Name] is currently employed with us and in good standing.

Please do not hesitate to contact the Human Resources department at [Phone Number] or [Email Address] if you require any further verification.

**Sincerely,**

**[HR Representative Name]**

**Human Resources Department**

**[Company Name]**