Example of Certificate (in accordance with minimum requirements cf. Working Environment Act § 15-15)  
**(to be written on the company's letterhead)**

It is emphasized that this document is of a general nature and that the text must be adapted to each individual business. The employee can demand a more detailed certificate in employment relationships where this is customary.

Employee's name

Street address

Postal Code and City/Town

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Date: (dd.mm.yyyy) |

**Certificate – *Employee's name***

Employee's Name, born (date of birth), has worked as (position) at (company name) from (start date to end date). The job responsibilities have included (provide a detailed description of the job responsibilities).

(Company's name)

(Name)

(Title)