

To
The Company Manager
HR Department
Company Name
Company Address

Subject: Request for Bonafide certificate from company

Dear Sir/Madam,

I would like to inform you that I am an employee of your company for the last three years with a clean reputation. I am required to produce a Bonafide certificate from my current employer for opening a bank account for as identity proof. Hence, I humbly request you to issue me a Bonafide certificate at the earliest. Here are my details:

Employee Details

Employee Name:
Organization Name:
Department Name:
ID No:
Address:

I am here by attaching all the necessary documents for official purpose. I will be highly obliged if you grant me the favour.

This is for your kind information and necessary action.