

# Sample for Working Service Certificate (Organization letterhead paper should be used)

Date:

To whom it may concern:

This is to certify that XXX, holder of Macao Identity Card / Passport No. XXXXX, was employed by our University/Institute/Organization, details as below:

Positions	Durations (DD/MM/YYYY)
XXXX	XX/XX/XXXX – XX/XX/XXXX
XXXX	XX/XX/XXXX – XX/XX/XXXX
XXXX	XX/XX/XXXX – XX/XX/XXXX

XX

Sincerely,

*Signature*



[Authorized signature (Scanned or digital signatures are not accepted)]

XXXXX [Name and Title of the undersigned]

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXX University

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