**Certificate/Letter of employment - Guide**

In case you choose to do work abroad, you will require a confirmation of you having actually worked in the form of a letter of employment so that you can receive your credits. This letter is normally written by your employer but alternatively you can write it for them with all the needed information and then let it signed by your employer. Either way, the letter needs to include the following information:

* Date on which the letter was written.
* Your full name and birthdate.
* The dates of the days you started and finished working.
* Your workload either in hours per week or percent.
* Your task/function and a short description of it.
* How your employer perceived you.
* Name and signature of your employer or superior.

**Also note that for each place you worked at you need a separate letter of employment**

Below, find a template and an example

**Certificate of Employment**

**Place, Date**

Mr./Mrs. [your first name and surname], born on the [your date of birth], has worked and lived with me from the [date you started working] until the [date you finished working]. He has worked [the workload which you were working. Either X hours per week or X%]. He mainly worked as [name the task, which you fulfilled and describe it. If it were multiple, try to mention them but do not go too far into detail.]

[Your name] can be considered a [quick description of your personality. Before writing it talk with your employer what you can put here or ask them whether they agree with what you have written.]

We appreciated the time they spent with us and wish them all the best on their future endeavours.

[Your employers/superiors name with their signature below]

**Certificate of Employment**

**Colorado Springs, 3th of July 2023**

Mr. Max Müller, born on the 4th of December 2000, has worked and lived with me from the 7th of April until the 3rd of July 2023. He has worked around 16 hours each week. He mainly worked as a cleaner for several Airbnb apartments and rooms. This also included managing and communicating with guests and accommodating their needs. Additionally he has been involved in projects around the house as well as the upkeep of the yard, backyard and plants in the garden. Max also watched over my son David if the need arose.

Max can be considered a responsible, clean and helpful employee. Furthermore they always acted polite towards our guests and were respectful to me and my family. During their entire stay with us they have had an enthusiastic attitude and were ready for any work coming their way. They were easy to work and communicate with.

We appreciated the time they spent with us and wish them all the best on their future endeavours.

Steven Kennedy

[Signature employer]