

Template (Company sheet with Logo)

Date

Mr. Philippe Rigo
Head Coordinator
EMShip

Dear Sir,

Subject: **Employment certificate**

We declare that Mr/Mrs(*full name of the employee*), is (*has been*) our employee in the(*name of the department*) at..... (*name of the company*).

He/she has joined (or joined) our company on/ from-to.....(*full date*)..... as Engineer and he/she is (was) working as(*occupation title*).

Full Name of the employer

(signature + date + stamp)

What is the “Employment certificate”?

The required employment certificate is a certificate stating that you have at least one year of professional experience (10 months could be accepted) in the engineering field.

We do not accept a work contract but we need a certificate which explicitly mentions the period of your occupation “starting date - ending date” (or currently going on), signed by your employer.

The one year of experience can be in progress until the beginning of the EMSHIP program (it means that is not mandatory that the one year of experience is already completed, but should be completed before the EMSHIP program starts (latest on August).

The certificate-document should be an effective work certificate from your employer(s) and not a training experience certificate (or assimilate). So the words used in this certificate are important.

The one year of work experience can be performed in different companies.

This certificate should be issued by your employer (signed and with company stamp).
