

Bonafide Certificate for Employees

To,
The Manager,
HR department,
Company Name
Address

Sub: Request for Bonafide Certificate.

Dear Sir/ Maam,

I would like to inform you that I am an employee in your company for the past ____ years with a good reputation. I want to get the Bonafide certificate as an identity proof to open a bank account.

So, I now request you to issue my Bonafide Certificate at the earliest.

Here are my details:

Name_____

Organization_____

Department_____

Employee ID no._____

Address

I am attaching all the necessary documents with the email. I will be highly obliged if you grant me the favor.

Thanking you.

Yours Truly.

(Your Name)