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)