**Certificate of Employment**

To whom it may concern,

I confirm that Mr./Mrs. XXXXXXXXXXXXX, bearer of personal ID number XXXXXXX, Social Identification Number XXXXXXXXXXX, is currently employed as a/an XXXXXXXXXXXXXXXX at our organization XXXXXXXXXXX – CNPJ XXXXXXXXXXXXXXXXXXXXX.

The following are some details of Mr./Mrs. XXXXXXXXXXXXX’s employment with us:

* Mr./Mrs. XXXXXXXXXXXX has worked at XXXXXXXXXXXXX from XXXXXXXXXX to XXXXXXXXXX.
* He/She currently earns an (hourly) wage of XXXXXXXXXX; having earned in 2015 XXXXXXXXXX annually, plus benefits such as performance bonus, medical and dental insurance, life insurance, private pension and meal vouchers.
* He/She worked as of XXXXXXXXXX until XXXXXXXXXX an average of XX hours/weekly.

His/Her job as a/an XXXXXXXXXX holds the following responsibilities:

* Teaching students using a systematic plan of classes.
* Following course materials, preparing classes....
* XXXXXXXXXX
* XXXXXXXXXX
* XXXXXXXXXX

Please feel free to contact me for any further details, doubts and notifications.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
City – State, Month, day 2016

XXXXXXXXXX - Manager   
+55 (xx) XXXXX-XXXX  
XXXXXXXXXX@email.com