**CERTIFICATE OF EMPLOYMENT**

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| **Name** |
| **Social security number** |

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| --- | --- |
| **Start date of employment** | **End date of employment contract** |
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| **Name and address of employer** |
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| **Job title** |
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| **Job duties** |
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| **Reason for termination of employment** *(Fill in only if the employee requests so)* |
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| **Testimonial** *(Fill in only if the employee requests so)* |
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| --- | --- |
| **Place and date** | **Name and signature of the employer or their representative** |
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**CERTIFICATE OF EMPLOYMENT**

*Instructions*

A certificate of employment must contain only two things:

* the duration of the employment contract
* job duties

In addition to the above, the following may be entered on the work certificate at the employee's request:

* reason for termination of employment
* evaluation of the employee's occupational skills and conduct

An employee may therefore want a certificate of employment that only records the duration of the employment relationship and work duties – and he or she is entitled to receive such a certificate.

The reason for termination of employment

The reason for termination of employment is written, if requested by the employee, based on the reasons that led to the termination. It could be, for example, one of the following:

* fixed-term employment contract
* resignation
* financial and productional grounds

Evaluation of the employee’s occupational skills and conduct

This section records the employer's assessment of how the employee performed their duties and how they behaved at work. The assessment can be given either by a written assessment or on a scale of excellent-good-satisfactory-poor.

The employer has a legal duty to provide a certificate of employment

The employee is entitled to receive a certificate of employment when the employment relationship ends.

The employer is obliged to provide an employee with a work certificate if requested within 10 years of the end of the employment relationship. However, a certificate of the employee's occupational skills and conduct must be requested within 5 years of the end of the employment relationship.

If more than 10 years have passed since the employment relationship ended, a certificate of employment regarding the duration of the employment relationship and the quality of the work duties must only be provided if it does not cause undue inconvenience to the employer. The same conditions apply if an employee needs a new certificate to replace a lost or damaged one.

The above-mentioned contents of the employment certificate and the employer's obligations regarding the issuance of the employment certificate are statutory. The employment certificate is regulated in Chapter 6, Section 7 of the Employment Contracts Act (55/2001).