

Format of a Bonafide Certificate

Here's a sample **Bonafide Certificate Format** for both **students** and **employees**:

Sample Format of Bonafide Certificate for Students

To Whomsoever It May Concern

This is to certify that [Student Name], son/daughter of [Parent's Name], is a bonafide student of [School/College Name].

He/She is studying in [Class/Course Name] during the academic year [Year/Session].

This certificate is issued for the purpose of [mention purpose – e.g., passport application / bank account / scholarship, etc.].

Date: [DD/MM/YYYY]

Place: [City Name]

(Signature of Principal / Head of Institution)

Name: _____

Seal of Institution

Sample format Bonafide Certificate for Employees

To Whomsoever It May Concern

This is to certify that Mr./Ms. [Employee Name] is employed with [Company Name] as a [Designation] in the [Department Name].

He/She has been working with us since [Date of Joining] and continues to be associated with our organization.

This certificate is issued upon the employee's request for the purpose of [mention purpose – e.g., bank loan / visa / official verification].

Date: [DD/MM/YYYY]

Place: [City Name]

(Signature of HR Manager / Authorized Signatory)

Name: _____

Designation: _____

Company Seal

Sample Application for Bonafide Certificate (Student):

To

The principal,

[School/College Name],

[City].

Subject: Request for Bonafide Certificate

Respected Sir/Madam,

I am [Your Full Name], studying in [Class/Course Name] bearing Roll No. [Roll Number].

I kindly request you to issue me a bonafide certificate for [mention reason, e.g., applying for a passport].

Thank you.

Yours obediently,

[Your Name]

[Date]

For Employees:

1. **Send an email or formal request** to the HR or Admin Department.
2. Mention your employee ID, designation, department, and purpose.
3. The HR will verify your details and issue the certificate.

Sample Email for Bonafide Certificate (Employee):

Subject: Request for Bonafide Certificate

Dear [HR Manager's Name],

I am [Your Name], working as [Designation] in [Department Name].

I request you to kindly issue me a bonafide certificate for [mention purpose, e.g., bank loan / visa application].

Thank you for your support.

Best regards,

[Your Name]

Employee ID: [Your ID]

[Contact Number]

