|  |  |  |
| --- | --- | --- |
| The Secretary |  | Date: |
| Commission of Examiners |  | Place date here |
| Department of Labour |  |  |
| Private bag x117 |  | Enquiries: |
| Pretoria |  | Place contact number here |
| 0001 |  |  |
|  |  |  |

Dear Sir/Madam

**TESTIMONIAL OF SOBRIETY AND CONDUCT AND RECOMMENDATION OF [PLACE YOUR NAME AND SURNAME HERE] AS A SUITABLE CANDIDATE FOR EXAMINATION FOR THE MECHANICAL/ELECTRICAL ENGINEERS CERTIFICATE OF COMPETENCY (FACTORIES)**

[Place your name and surname here] has been in the [place your department here] department at [State plant/factory/business here] since [Start date] to [End date]. During this period, he has worked directly under my supervision responsible for ensuring the continuous availability, safety and reliability of the [Start plant/business unit your worked at here] plant. He has been carrying out his task diligently.

I can therefore testify that to my knowledge [Place your name here] is a sober, honest, conscientious and competent mechanical/electrical engineer and I can recommend him as a suitable candidate for examination for Mechanical/Electrical Engineers Certificate of Competency

Yours sincerely

[remember to sign and delete this sentence]

[Place your engineering manager/supervisor here]

**Position**