REFERENCE: **Date**

 **TO WHOM IT MAY CONCERN**

 This is to certify that (**name**) is a staff member of the United Nations since (**date**) and has a (**appointment type**) with the organization.

 (**Name**) is currently serving as (**functional title, unit, department and duty station**). His/Her current (**appointment type**) will expire on (**date**) and it is the intension of the Department to extend his/her (**appointment type**) for (**years**), until (**date**).

 This certification is being issued at the staff member’s request to enable him/her to register for the YPP examination.

 **Signatory**