

HR Letters

A guide to the HR letters: the first setup, making and issuing a letter, the register, the templates and their placeholders, and the access rights.

1. Start here

In plain words: "Can I have a certificate saying I work here?" Every HR department types the same letters again and again, in Word, with the wrong date or the wrong job title. **HR Letters & Certificates** does it in Odoo Community: choose the employee and a **template**, the letter is **filled in with their data**, you review it, **issue** it with a number and a verification code, and **print** or **email** it with the signatory and the company stamp. Five templates come ready in **English and Arabic**.

Filled in from the template

Number	Date	Employee	Department	Letter	Status	Date
17/2020/0001	2020-10-22	Renee Hart	Management / Research & Development	Experience letter	Issued	2020-10-22
17/2020/0002	2020-10-22	Renee Hart	Management / Research & Development	Experience letter	Draft	2020-10-22
17/2020/0003	2020-10-22	Renee Hart	Management / Research & Development	Experience letter	Draft	2020-10-22
17/2020/0004	2020-10-22	Renee Hart	Management / Research & Development	Experience letter	Draft	2020-10-22
17/2020/0005	2020-10-22	Renee Hart	Management / Research & Development	Experience letter	Draft	2020-10-22

The register of letters

Printed with signatory and stamp

A draft filled in from the template, the register of letters and a printed certificate.

Tip: The letters are recorded: you always know who got which letter, when and signed by whom.

2. What you get

Feature	What it does
Templates	A text with placeholders such as the employee's name, job title, department, joining date, salary, the company and the signatory. Five ready-made, in English and in Arabic.
Filled in	A letter takes the data of the employee; what is not known stays visible so you can complete it.
Issue	An issued letter gets a number (LTR/2026/0001) and a verification code, and is locked.
Register	All the letters by employee, template, status and month.
Many at once	Generate the same letter for several employees.
Print and send	A letter with the company header, the signatory, the stamp and the verification code; by email with the PDF.
Salary	Filled in only for HR managers.
Languages	A template can be in Arabic: dates and amounts follow its language and the letter is written right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Employees (hr)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_hr_letters.zip` ; unzip it to get the folder `taqnix_hr_letters` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **HR Letters & Certificates** and press **Install**.

```
# or from the command line  
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_hr_letters --stop-after-init
```

5. First setup

In plain words: In the company (**Settings** → **Companies** → **HR letters**) choose who **signs the letters** and add the **stamp or signature** image. They appear on every printed letter. Check the company logo and address too: they make the header.

6. Make a letter

In plain words: **Employees** → **Letters** → **Letters register** → **New**. Choose the **employee** and a **template**: the text is filled in. A letter written for a purpose (a no-objection certificate, a warning) takes it from the **Details** field.

Employees

Employees

Departments

Shift roster

Letters

Learning

Reporting

Configuration

12

33

My Company

New

Letters register

Experience letter - Ronnie Hart

1 / 1

Issue

Fill from the template

Fill the empty placeholders

Draft

Issued

Send message

Log note

Activity

Search

Link

1

Experience letter

Still to fill: {{end_date}}

Employee

Ronnie Hart

Date

Oct 22

Template

Experience letter

Signed by

Mitchell Admin

Company

My Company

Details: the purpose, the reason...

To whom it may concern,

This is to certify that **Ronnie Hart** worked with **My Company** from 01/01/2026 to {{end_date}} as **Chief Technical Officer** in the Research & Development department.

During this period the employee's performance and conduct were satisfactory. We wish them every success in their career.

Yours sincerely,

Today

Mitchell Admin

12:25 AM

HR letter created

A draft: what is still to fill is shown on top.

Button	What it does
Fill the empty placeholders	After you complete the employee's data or the details, fills the placeholders that were empty.
Fill from the template	Replaces the text by the template, filled in again.
Issue	Gives the number and the verification code and locks the letter.

Tip: You can edit the text of a draft freely: it is a normal text editor.

7. Issue, print, send

In plain words: **Issue** is refused while a placeholder is still unfilled, so a letter never leaves with `{{id_number}}` in it. An issued letter cannot be changed: if there is a mistake, **cancel** it (its number is not reused) and make another.

The screenshot displays the 'Letters register' interface for 'My Company'. The top navigation bar includes links for Employees, Departments, Shift roster, Letters, Learning, Reporting, and Configuration. The main header shows 'New Letters register' and 'LTR/2026/0001 - Marc Demo'. Below this, there are buttons for 'Print', 'Send by email', 'Cancel the letter', 'Draft', 'Issued', 'Send message', 'Log note', and 'Activity'. The 'Issued' button is highlighted. The main content area shows the details of the issued letter, including the employee name, number, date, signed by, verification code, and company. The letter text is displayed below the details, and a sidebar on the right shows the activity log.

Employee	Number
Marc Demo	LTR/2026/0001

Template	Date
Employment certificate	Oct 5

Signed by	Verification Code
Mitchell Admin	D243E12F

Company
My Company

To whom it may concern,

We hereby certify that **Marc Demo**, holder of ID number A1234567, has been employed by **My Company** since 01/01/2025, and currently works as **Experienced Developer** in the Research & Development department.

This certificate is issued at the employee's request, without any liability on the company.

Yours sincerely,

Today

- Mitchell Admin 12:25 AM
Letter LTR/2026/0001 issued by Mitchell Admin.
- Mitchell Admin 12:25 AM
HR letter created

An issued letter, with its number and verification code.

In plain words: **Print** gives the letter as a PDF with the company header, the reference and the date, the title, the text, the signatory, the stamp and the verification code. **Send by email** sends the PDF to the employee's work email.



My Company
8000 Marina Blvd, Suite 300
Brisbane, CA 94005
United States

Ref: LTR/2026/0002

Date: 10/12/2026

Salary certificate

To whom it may concern,

We hereby certify that **Tina Williamson**, holder of ID number B7654321, has been employed by **My Company** since 01/01/2015, and currently works as **Human Resources Manager** in the Administration department, with a monthly gross salary of **\$ 4,000.00**.

This certificate is issued at the employee's request, without any liability on the company.

Yours sincerely,

Mitchell Admin
Chief Executive Officer
My Company



Verification code: 5DE63F00

123456789 info@yourcompany.com <http://www.example.com>

A printed certificate.

8. The register

In plain words: **Letters register** lists all the letters; search by number, employee or **verification code**, filter by status or year, group by employee, template or month. On the employee, the

Letters button lists the letters they received.

Employees

Employees

Departments

Shift roster

Letters

Learning

Reporting

Configuration

12

33

My Company

New

Letters register

Q

Search...

1-6 / 6

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>

☐	Number	Date	Employee	Department	Subject	State	
☐		Oct 23	 Keith Byrd	Management / Research & Development	Warning letter	Draft	
☐		Oct 22	 Ronnie Hart	Management / Research & Development	Experience letter	Draft	
☐	LTR/2026/0004	Oct 18	 أبلى حسن	الموارد البشرية	شهادة عمل	Issued	
☐	LTR/2026/0003	Oct 15	 Toni Jimenez	Management / Professional Services	No-objection certificate	Issued	
☐	LTR/2026/0002	Oct 12	 Tina Williamson	Management / Administration	Salary certificate	Issued	
☐	LTR/2026/0001	Oct 5	 Marc Demo	Management / Research & Development	Employment certificate	Issued	

The register.

9. Templates

In plain words: **Employees** → **Letters** → **Letter templates**: edit the five templates or make yours. Write the text and put the placeholders between double braces. Choose a **language** to write a letter in Arabic: the dates and amounts follow that language.

Employees

Employees

Departments

Shift roster

Letters

Learning

Reporting

Configuration

12

33

My Company

New

Letter templates

Salary certificate

1 / 1

Salary certificate

Subject ?

Salary certificate

Company ?

Language ?

Sequence

20

Placeholders:

{{employee_name}}, {{job_title}}, {{department}}, {{company}}, {{company_address}}, {{manager}}, {{id_number}}, {{nationality}}, {{join_date}}, {{end_date}}, {{salary}}, {{today}}, {{number}}, {{signatory_name}}, {{signatory_title}}, {{details}}

To whom it may concern,

We hereby certify that **{{employee_name}}**, holder of ID number {{id_number}}, has been employed by **{{company}}** since {{join_date}}, and currently works as **{{job_title}}** in the {{department}} department, with a monthly gross salary of **{{salary}}**.

This certificate is issued at the employee's request, without any liability on the company.

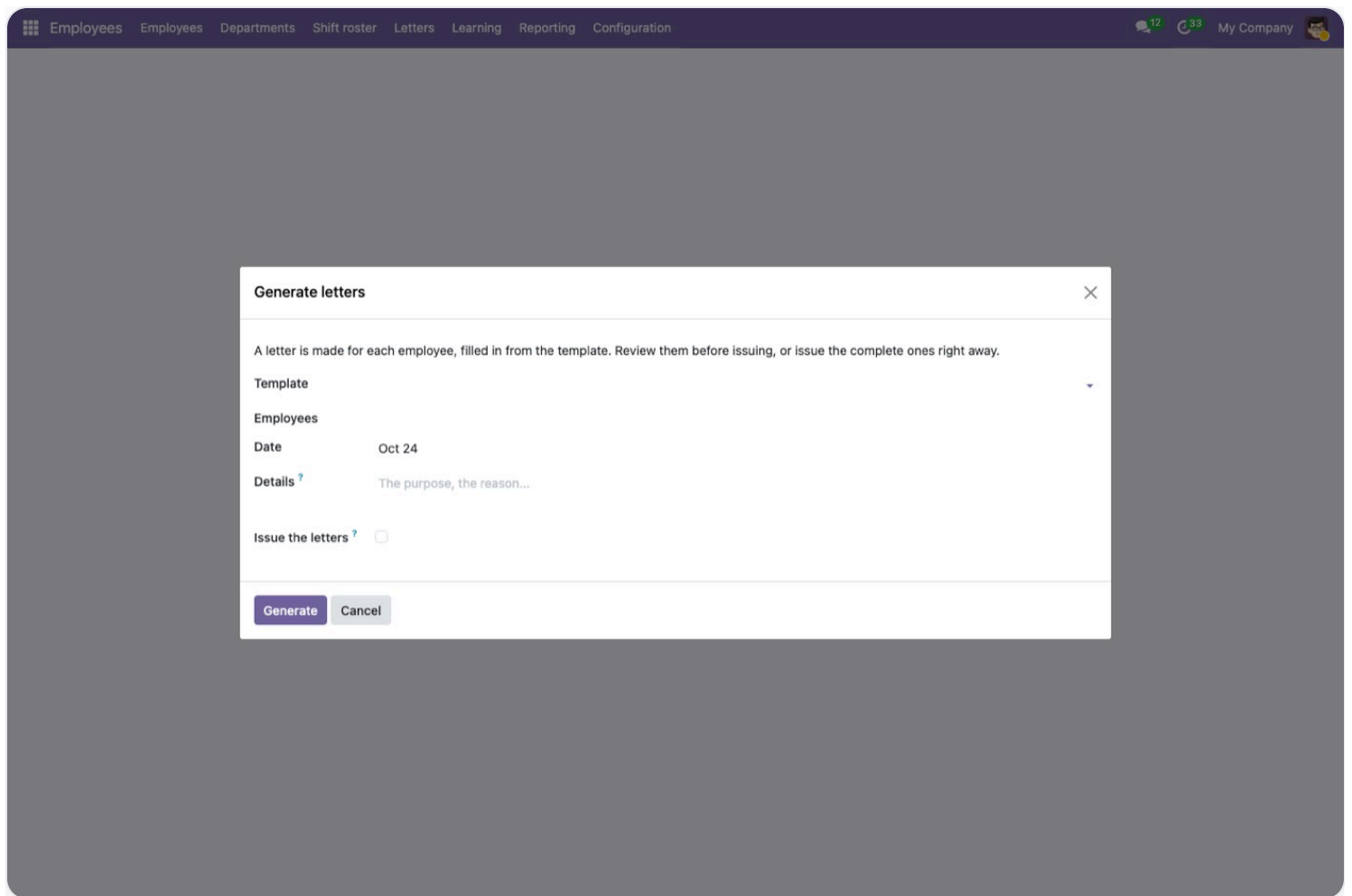
Yours sincerely,

A template with its placeholders.

Placeholder	Filled with
{{employee_name}}, {{job_title}}, {{department}}	The employee's name, job title and department.
{{company}}, {{company_address}}	The company's name and address.
{{manager}}, {{id_number}}, {{nationality}}	The employee's manager, ID number and nationality.
{{join_date}}, {{end_date}}	The start date of the contract, and the end date or the departure date.
{{salary}}	The monthly gross salary, for HR managers only.
{{today}}, {{number}}	The date of the letter and its number.
{{signatory_name}}, {{signatory_title}}	Who signs the letter.
{{details}}	The text typed in the Details field of the letter.

10. Letters for many employees

In plain words: **Employees → Letters → Generate letters:** choose the template, the employees, the date and the details. A letter is made for each. Tick **Issue the letters** to issue at once the ones that are complete; the others stay in draft.



Generating a letter for several employees.

11. The salary

In plain words: The `{{salary}}` placeholder is filled only when the user is an **HR manager**. For an HR officer it stays unfilled and blocks the issue: a salary certificate is made by someone who is allowed to see the salary.

12. Who can do what

Who	Can
HR officers	Make, edit, issue, print and send letters, edit the templates, see the register.
HR managers	Also have the salary filled in and set the signatory and the stamp.
Other users	No access.

13. Arabic and right to left

My Company
8000 Marina Blvd, Suite 300
Brisbane, CA 94005
United States

التاريخ: 18/10/2026

المرجع: LTR/2026/0004

شهادة عمل

إلى من يهمه الأمر،

نشهد بأن السيد/ة ليلي حسن، حامل/ة الهوية رقم 1087654321، يعمل/تعمل لدى My Company منذ 01/02/2024، ويشغل/تشغل حالياً وظيفة محاسبة في قسم الموارد البشرية.

أعطيت هذه الشهادة بناءً على طلب الموظف/ة دون أدنى مسؤولية على الشركة.

وتفضلوا بقبول فائق الاحترام،



أحمد المنصور
المدير العام
My Company

رمز التحقق: 8154D81D

123456789 info@yourcompany.com http://www.example.com

An Arabic certificate, written right to left.

14. Limits

Limit	Detail
Data	The placeholders use the data of the employee form: complete it there (ID number, joining date, job title).
Verification	The verification code is searched in the register; there is no public page.
Signatures	The stamp is an image; there is no electronic signature.

15. For developers

In plain words: Skip this chapter if you only use the module.

```
letter = env['taqnix.letter'].create({'employee_id': employee.id, 'template_id': env.ref(
letter.body          # filled in from the employee's data
letter.missing       # '{{details}}' if something is still to fill
letter.action_issue() # number and verification code, locked
letter.number, letter.verification_code
letter.action_send()  # by email, with the PDF
```

16. Troubleshooting

Problem	What to do
Issue says something is still to fill	A placeholder has no data: complete the employee form or the details, then Fill the empty placeholders.
The salary stays empty	Only an HR manager gets it; or the employee has no wage.
The date of joining is empty	The employee has no contract start date.
I cannot edit the letter	It is issued: cancel it and make another.
The PDF header looks wrong	Complete the company logo and address.

17. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_hr_letters` . Your letters and templates are kept.

18. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Letter templates with placeholders, five ready-made in English and Arabic

- Letters filled in with the employee's data, editable drafts
- Issue with a number and a verification code, locked, cancel and copy
- Register, letters for many employees, letter count on the employee
- Printed letter with signatory and stamp, email with the PDF, salary for HR managers only, Arabic translation, automated tests