

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Experience Letter for [Employee's Name]

Dear [Recipient's Name],

This letter is to formally certify that [Employee's Name], holding the position of [Employee's Job Title] at [Company Name], was employed with us from [Start Date] to [End Date].

During their tenure, [Employee's Name] demonstrated exceptional skills in [list key skills relevant to the job/industry]. Their responsibilities included but were not limited to:

- [Responsibility/Task 1]
- [Responsibility/Task 2]
- [Responsibility/Task 3]
- [Responsibility/Task 4]

[Employee's Name] consistently delivered high-quality work and contributed to [specific projects or team achievements]. Their ability to [mention specific abilities or qualities that stood out] significantly benefited our team and the organization.

We wish [Employee's Name] all the best in their future endeavors and are confident they will add value to any organization they join.

For any further inquiries, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]

[Company Website (if applicable)]