

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Experience Letter

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

During their tenure, [he/she/they] was responsible for the following duties:

- [Duty 1]

- [Duty 2]

- [Duty 3]

[Employee's Name] has demonstrated [his/her/their] ability to [mention specific skills or qualities, e.g., work collaboratively, handle tasks efficiently]. [He/She/They] consistently contributed positively to our team and played a vital role in [mention any specific project or achievement].

We appreciate [his/her/their] contributions and wish [him/her/them] all the best in future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]