

[Company Letterhead]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]
[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],
Subject: Experience Letter

We hereby confirm that [Employee Name] has been employed with [Company Name] from [Start Date] to [End Date] as a [Job Title]. During their tenure, [he/she/they] demonstrated outstanding performance, contributing effectively to [specific projects or responsibilities].

[Employee Name] showcased remarkable skills in [mention relevant skills or areas], and [his/her/their] dedication and professionalism significantly benefited our team. [He/She/They] has been an essential part of [briefly describe contributions or achievements].

We wish [him/her/them] all the best in [his/her/their] future endeavors. For any further information, please feel free to contact us.

Best Regards,

[Your Name]
[Your Job Title]
[Company Name]
[Company Signature]