

[Your Company's Letterhead]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]

Dear [Recipient's Name],
Subject: Experience Letter

This is to certify that [Employee's Name] was employed with [Your Company's Name] as a [Job Title] from [Start Date] to [End Date]. During her tenure, she consistently demonstrated professionalism, dedication, and a strong work ethic.

[Employee's Name] was responsible for [Brief Description of Responsibilities and Tasks], and she excelled in [Specific Skills or Achievements]. Her contributions greatly impacted our team and the overall success of our projects.

We commend her for her ability to [Mention any relevant soft skills or accomplishments]. Her positive attitude and collaborative spirit were a great asset to our workplace environment.

We wish her all the best in her future endeavors and are confident that she will bring the same level of commitment and excellence to her next role.

For any further inquiries regarding [Employee's Name]'s employment, please feel free to contact us.

Sincerely,
[Your Name]
[Your Title]
[Your Company's Name]
[Your Contact Information]