

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Experience Letter for [Employee's Name]

Dear [Employer's Name],

This letter is to formally confirm the employment of [Employee's Name] with [Company's Name]. [He/She/They] was employed as [Job Title] from [Start Date] to [End Date]. During this time, [he/she/they] demonstrated a strong commitment to [his/her/their] responsibilities and made significant contributions to our team.

[Employee's Name] was responsible for the following key duties and achievements:

- [Duty/Achievement 1]
- [Duty/Achievement 2]
- [Duty/Achievement 3]

[He/She/They] exhibited excellent skills in [mention relevant skills] which greatly benefited our projects and overall operations.

We wish [Employee's Name] all the best in [his/her/their] future endeavors. Should you require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Job Title]
[Company's Name]
[Company's Phone Number]