

[Your Company Letterhead]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Experience Verification for [Employee's Name]

This letter is to verify that [Employee's Name] was employed with us at [Your Company Name] as a Store Keeper from [Start Date] to [End Date]. During their tenure, [he/she/they] demonstrated an exemplary work ethic and a strong commitment to the responsibilities associated with the position.

[Employee's Name] was primarily responsible for the following duties:

- Managing inventory levels and stock replenishment
- Conducting regular stock audits
- Collaborating with suppliers and vendors
- Ensuring compliance with safety and storage regulations
- Training and supervising junior staff members

Throughout [his/her/their] time with us, [Employee's Name] was a reliable team member and contributed significantly to the efficiency of our operations. We appreciate [his/her/their] contributions and wish [him/her/them] all the best in future endeavors.

Should you require any further information regarding [Employee's Name]'s employment, please feel free to contact us at the number listed above.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]