

[Your Company's Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Employment Experience Certificate

Dear [Recipient's Name],

This is to certify that [Employee's Name], [Employee's Designation], was employed with [Company Name] from [Start Date] to [End Date]. During their tenure, [he/she/they] demonstrated exceptional skills in [mention specific skills/roles] and contributed significantly to [mention specific projects or achievements].

[Employee's Name] was responsible for [briefly describe job responsibilities]. [He/She/They] consistently exhibited professionalism and a strong work ethic throughout [his/her/their] time with us.

We wish [Employee's Name] all the best in [his/her/their] future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]