

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Experience Certificate for [Employee's Name]

We hereby certify that [Employee's Name] was employed with us at [Your Company's Name] from [Start Date] to [End Date]. During this period, [he/she/they] held the position of [Employee's Designation] and was responsible for [briefly describe duties and responsibilities].

[Employee's Name] demonstrated [mention key skills, attributes, and achievements]. [He/She/They] consistently exhibited professionalism and contributed significantly to our organization's success.

We wish [Employee's Name] all the best in future endeavors.

Sincerely,

[Your Name]

[Your Designation]

[Your Company's Name]

[Contact Information]