

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Website]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Work Experience Certificate

Dear [Recipient's Name],

This is to certify that [Employee's Name], [Employee's Designation] at [Company Name] was employed with us from [Start Date] to [End Date].

During this period, [he/she/they] demonstrated excellent work ethics and professionalism.

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

- [Duty 1]

- [Duty 2]

- [Duty 3]

[He/She/They] exhibited skills in [mention any relevant skills or achievements], contributing to our team's success. We appreciate [his/her/their] efforts during [his/her/their] tenure and wish [him/her/them] all the best for [his/her/their] future endeavors.

This certificate is issued upon [his/her/their] request for whatever purpose it may serve.

Best Regards,

[Your Name]

[Your Designation]

[Company Name]

[Signature (if required)]