

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

Subject: Work Experience Certificate

This is to certify that [Employee's Name], [Employee's Position], was employed with [Your Company Name] from [Start Date] to [End Date]. During this period, [he/she/they] demonstrated [key skills or attributes].

[Employee's Name] was responsible for [briefly describe job duties and responsibilities]. [He/She/They] contributed significantly to [mention any specific projects, achievements, or impact on the team/company].

We appreciate [his/her/their] efforts and dedication to our organization and wish [him/her/them] all the best in future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]