

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Work Experience Certificate

This is to certify that [Employee's Name], holding the position of [Employee's Position], was employed with us at [Company Name] from [Start Date] to [End Date]. During this period, [he/she/they] contributed significantly to [briefly describe the nature of the work or projects].

[Employee's Name] demonstrated [mention key skills or qualities, e.g., professionalism, dedication]. We appreciate [his/her/their] efforts and valuable contributions during [his/her/their] tenure with us.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]

[Company Seal, if applicable]