

[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: Work Experience Certificate

Dear [Recipient's Name],

This is to certify that [Employee's Full Name], who has worked with us at [Company Name] from [Start Date] to [End Date], has held the position of [Job Title].

During [his/her/their] tenure, [Employee's Name] was responsible for [brief description of duties and responsibilities]. [He/She/They] exhibited excellent skills in [specific skills or attributes] and made significant contributions to our team, particularly in [specific projects or achievements].

We appreciate [Employee's Name]'s contributions during [his/her/their] time with us and wish [him/her/them] all the best for [his/her/their] future endeavors.

Should you require any further information, please feel free to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Signature (if sending a hard copy)]