**Experience Letter**

Company letterhead Name of the company Address

Contact details Email details

Date: DD/MM/YYYY Dear Concerned,

————– (company name) certifies that ————- (mention name of the employee) was working as ——————– (mention the job title) with our company since —————- (mention the years) in the —— department. He/she started working with us from —————— and during the tenure he/she has worked on several key projects of the company and has completed all of them on time and also appreciated by the clients. Here is the list of projects delivered by the ————

(name of the employee). List of key projects and their details:

Also when it comes to being punctual and regular, he/she has a great record in the matter. He/she is a great team player and also has a great reputation among the team members and clients too. I hope that you would consider this as a formal certificate and wish all the best in the future endeavors.

Regards Your name Job title

Contact details