

Work Experience Letter

Dear Sir/Madam,

This certificate of employment confirms that Ms/Mr. (name of the employee) was a part of our organization from (joining date) to (last working day). He/she held the position of (designation) in our company (company name) but also handled some other departments like (name of the departments) whenever it was required.

Following were the roles and duties that we had assigned to (name of the employee) during the aforementioned period:

(List of roles and responsibilities)

During this tenure, Mr./Ms. (employee name) has shown great dedication and punctuality and we also approve of his/her character as an understanding and helpful team member.

Please feel free to contact us for any more details about the employment of (name of the employee).

Sincerely,

Authorized person's signature

Company stamp or seal

Name of the company

Complete Address

