**EXPERIENCE LETTER/ CERTIFICATE**

***DD/MM/ YYYY***

***First and Last Name  
Candidate Address  
City, State, Zip***

**To whomsoever it may concern**

Dear Concerned,

It is our pleasure to inform you that \_\_\_\_\_\_\_\_\_\_\_\_***(Name)*** , has worked with us for the tenure of \_\_\_\_\_\_ years and \_\_\_\_\_\_\_\_\_months. He/ She has worked with \_\_\_\_\_\_\_\_\_\_\_***(Company name)*** for the position of \_\_\_\_\_\_\_\_ ***(designation)*** from \_\_\_\_\_\_ to \_\_\_\_\_ ***(Date in dd/mm/yy).***

During the tenure mentioned above, Mr./ Ms/ Miss/ Mrs \_\_\_\_\_\_\_ ***(name)*** has remained involved with his/ her duties and responsibilities assigned to him/ her. We found him/ her competent and active with sincerity and determination. He/ She is professionally sound and hard-working whose dedication in taking contribution and initiative for the organization has proven helpful in the establishment repeatedly.

We wish him/her all the best in the future endeavors.

Sincerely,

***Name and Signature of Authorized Signatory***

***Designation***

***Organization seal***

***Name and Address of the Organization***