Experience letter format issued by an employer

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Company Letterhead: Company Name, Address]

Date: [Date of Issue]

EXPERIENCE LETTER

To whom it may concern,

This is to confirm that [Employee Name] (Employee ID: [ID]) worked with [Company Name] as [Designation] in the [Department Name] from [Date of Joining] to [Last Working Day].

During this period [he was / she was / they were] responsible for [two or three main duties, for example, preparing monthly reports, handling client queries, managing the team's schedule].

Based on our records, [his / her / their] conduct during the employment was [satisfactory / good / as recorded]. We thank [him / her / them] for the contribution to the team and wish [him / her / them] well in future work.

This letter is issued at the request of the employee for [purpose, for example, further employment / records].

For [Company Name]

[Signature]
[Name of Authorised Person]
[Designation], Human Resources
[Contact Email or Phone for verification]