Letter requesting an experience letter from HR

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

[Date]

To,
The HR Manager
[Company Name]

Subject: Request for an experience letter

Dear Sir / Madam,

I worked at [Company Name] as [Designation] in the [Department] from [Date of Joining] to [Last Working Day]. My employee ID was [Employee ID].

I would be grateful if you could issue an experience letter that mentions my designation, department and period of employment, along with a brief note of my main responsibilities. If it is the company's practice, a line about my conduct would also help.

I need the letter for [purpose, for example, joining a new employer / admission to a course] and would appreciate receiving it by [Date], if possible. A scanned signed copy by email is fine, and I can collect the original from the office if required.

Please let me know if you need any further information or a separate form from me. You can reach me at [Phone] or [Personal Email].

Thank you for your help.

Yours sincerely,

[Your Name]
[Last Employee ID]