

[YOUR NAME / COMPANY NAME]

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

Subject: Experience Certificate

To Whom It May Concern,

This is to certify that [EMPLOYEE FULL NAME] was employed with [COMPANY NAME] from [START DATE] to [END DATE] as [JOB TITLE] in the [DEPARTMENT] department.

During [his/her/their] tenure, [EMPLOYEE FIRST NAME] was responsible for [KEY RESPONSIBILITIES — two or three lines]. [He/She/They] carried out these duties with [diligence, professionalism and integrity — adjust as appropriate].

[EMPLOYEE FIRST NAME] leaves the company of [his/her/their] own accord, and we found [his/her/their] conduct satisfactory throughout the period of employment.

We wish [him/her/them] every success in future endeavours. For verification, contact [HR CONTACT] at [PHONE / EMAIL].

Yours faithfully,

[Authorised Signatory]

[Title], [Company Name]

[Company Stamp]