**Work Experience Certificate Format**

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| Date of Issue of the Letter:  To Whom It May Concern,  This is to certify that [Employee Name] was employed with our organization in the role of [designation] during the period beginning from [Start Date] and ending at [End Date].  During his/her tenure with [Company Name], [Employee Name] has been dedicatedly working on his/her responsibilities in our organization. His/her responsibilities include [list all the key responsibilities, skills, experience, strengths, etc.]. [Employee’s Name] has done an exemplary job in fulfilling all his roles and responsibilities. He/She has always maintained a positive and courteous attitude with our company.  [Employee’s Name] decision of leaving the organization is completely his/her own and we wish him/her all the very best for the upcoming career opportunities.  Sincerely,  [Signature]  [Printed name of signatory]  [Signatory’s designation]  [Company’s seal]  [Name and address of organization] |

**Work Experience Certificate Example**

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| January 1, 2021  To Whom It May Concern,  This is to certify that we hired Akash Patel as an IT professional for our company, Artoon Solutions, from May 15, 2019, to December 31, 2020.  Mr. Akash has stayed focused and faithful to his job and responsibilities with Artoon Solutions during his tenure with us. Installing new hardware and software, testing IT systems and technologies on a regular basis to ensure they meet required standards, ensuring safe and secure data storage, assisting with network administration tasks, and resolving all coworker complaints and issues regarding IT systems and software were among his responsibilities. I can vouch for his analytical and problem-solving abilities, as well as his exceptional verbal and writing communication skills, which are required to diagnose, resolve, and manage IT systems and technology.  In his capacity as an IT professional at Artoon Solutions, he has performed admirably. During his time with our organization, Mr. Akash has always maintained a professional and pleasant demeanor and appearance.  Mr. Patel made the decision to leave our company on his own initiative, and we wish him the best of luck in his future endeavors.  Feel free to contact us for any additional information.  Sincerely,  Janki Simariya  HR Manager  C-301, Diamond World, Varachha Road  Kohinoor Rd, Mini Bazar  Surat, Gujarat 395006 |

**Format 1**

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| [Address]  [Date]  Subject - Job Experience Letter  To whom it may concern,  This is to certify that [Employee Name] worked as a [Employee Job Title] with [Name of the Organization] beginning [Start Date], and ending [End Date].  During his time with us, [Employee Name] has always been dedicated and loyal to his roles and responsibilities, which included [mention the roles and responsibilities].  He always had a positive working connection with his team members and managers. We are grateful to have been able to watch his steady progress in his working life.  We congratulate him on his accomplishments and wish him the best of luck in his future pursuits.  Sincerely,  [Your Name]  [Your Designation]  [Company Name] |

**Format 2**

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| [Employee Name]  [Address, City, State – Pin Code]  [Contact Number]  [Email]  [Date: DD/MM/YYYY]  To whomsoever, it may concern  We are pleased to notify you that Miss/Mr./Mrs. [Employee Name] has provided us with excellent work abilities and service for the duration of [duration]. From [start date] to [end date], he/she worked diligently with [name of the organization] for the post of [designation].  Miss/Mr./Mrs. [Employee Name] did an excellent job with the tasks and responsibilities he/she was given. We discovered his/her activeness to be sincere and determined. He/she comes across as professional and dedicated to taking the initiative to improve the organization.  We respect her decision to leave us and wish her the best of luck in her future endeavors.  Sincerely,  [Name and signature of authorized signatory]  [Designation]  [Organization’s Seal]  [Name and Address of the organization] |

**Format 4**

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| Company’s Letterhead    Dated [Date of Issuance]  To;  Employee Name  Employee ID [if any]  Complete Address [as per record]  City, PIN  State, Country    To whomsoever It May Concern    This letter certifies that [Employee Name] has worked for our company as [insert designation here]. He/she began working here on [start date] and continued until [end date]. He/she had been with the company for about [period of time].  He/she had always been responsible up until the day he/she joined. He/she has amassed a wide range of skills and work experiences to date. [skills] are among his/her mind-blowing powers. Aside from his/her [further pluses]. We are extremely fortunate to have someone as generous as you among us.  We wish him or her the best of luck in their future undertakings.  Authorized Signatory  [Signature with company’s seal] |