**EXPERIENCE LETTER**

**EXPERIENCE LETTER REQUEST HISTORY**

Below details should be a table view for the HR Manager. Employee ID should be filterable

* Employee ID
* Employee Name
* Department
* Date requested
* Reason
* Status
* Date Issued (if the status is ‘provided’)
* Provided service letter (if the status is ‘provided’)

Below details should be a table view for the Employee

* Date requested
* Reason
* Status
* Date Issued (if the status is ‘provided’)
* Provided service letter (if the status is ‘provided’)

**REQUEST EXPERIENCE LETTER**

Below should be a form view for the employees

* Reason
* Date required
* Number of copies required
* Current designation
* Employment history
  + Position
  + From
  + To
* Competencies
* Worked projects (Multiple projects should able to be added)
  + Project
  + Project description
  + Played roles & responsibilities

**GENERATE EXPERINCE LETTER**

Below letter template should be editable. Details provided by the employee should be auto filled in the relevant spaces.

**<<<Date>>>**

TO WHOM IT MAY CONCERN

Re: Mr. /Mr**. <<<Name of the Employee>>>**

This is to certify that Mr. /Mr. **<<<Name of the Employee>>>** was a permanent employee of **<<<Company Name>>>.** **<<<Name of the Employee>>>** joined **<<<Company Name>>>**on **<<<Date>>>** as a **<<<Designation>>>>** and was promoted to the post of **<<<Designation>>>>** in **<<<Date>>>**. He / She worked as a **<<<Designation>>>>** Lead from **<<<Date>>>** to **<<<Date>>>.** As a **<<<Designation>>>>,** He / She was responsible for **<<<<Responsibilities>>>** He / She is competent on **< << Competencies >>>**

**<<<Name of the Employee>>>** was a team-oriented individual, who developed good working relationships with her/ him supervisors and colleagues. The management and her/ him peers appreciated her/ him honesty, commitment and integrity which are unquestionable.

The **<<<Company Name>>>**would like to take this opportunity to wish her the very best in her future endeavours.

Yours faithfully,

………………………

**<<<<Name of the HR Manager>>>>**

HR Manager

**<<<Company Name>>>.**