**Company Letterhead**

**Dated:**

To

[**Name of the person**]

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To Whomsoever It May Concern**

This is to certify that Mr./ Ms.­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is employed in our company

[**company’s Name**] since [**date**]\_\_\_\_\_\_\_\_\_\_\_\_ up to present. He / she has

requested this experience letter.

Mr./ Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Was a great employee in our company. We were very

proud of him/her. For further inquiry and verification, feel free to contact

our office. I have given all of our contact number and email ids so you can

contact us in any way you are comfortable with.

Thank you very much.

Sincerely Yours,

**Signature**

**Name of the person**

**Designation**