**Experience Letter**

[Your Company Logo]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee's Full Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Full Name],

RE: EXPERIENCE LETTER

We are pleased to provide you with this experience letter, confirming the employment experience you gained during your tenure at [Your Company Name]. Your contribution and dedication to your role have been instrumental in the growth and success of our startup.

The details of your employment experience are as follows:

Employee Details:

Full Name: [Employee's Full Name]

Position Held: [Employee's Position Title]

Department: [Department Name]

Employment Start Date: [Start Date]

Employment End Date: [End Date]

1. **Job Responsibilities:**

[List key responsibilities and duties performed by the employee during their employment, highlighting any notable achievements or contributions.]

1. **Skills and Qualifications:**

[Describe the skills, knowledge, and qualifications demonstrated by the employee during their employment, emphasizing their strengths and areas of expertise.]

1. **Performance and Achievements:**

[Provide a summary of the employee's performance, highlighting any outstanding achievements, awards, or recognition received during their employment.]

1. **Professional Conduct and Teamwork:**

[Comment on the employee's professionalism, work ethic, teamwork, and ability to collaborate effectively with colleagues.]

1. **Termination Details (if applicable):**

[If the employee's employment has ended, provide the reason for termination, whether it was due to resignation, completion of contract, or any other relevant details.]

We appreciate your valuable contributions to our organization and the positive impact you have made during your employment with us. We believe that your experience at [Your Company Name] has provided you with valuable skills and knowledge that will benefit you in your future endeavours.

Please note that this experience letter is being provided upon your request and is intended to serve as a confirmation of your employment experience. It is not a substitute for any employment or reference verification process that may be required by future employers.

We wish you continued success in your career, and we are confident that you will excel in your future endeavours. If you have any further inquiries or require additional documentation, please do not hesitate to contact us.

Thank you for your dedication and contributions to our startup.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

I acknowledge that I have received and understood the above experience letter.

Employee's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_