



*This template is authored by
[Mr. Neeraj Dubey](#), Lakshmikumaran & Sridharan Attorneys,
In collaboration with [Lawyered.in](#).*

EXPERIENCE LETTER

Date:

To
Mr. _____
_____ (residential address)
Phone No: _____

Sub: Experience Letter

Dear _____,

You have worked in our organization from _____ until _____ in the capacity of _____ within _____ department.

Your performance during the employment has been appreciated in evaluations each year and your contribution towards the organization have always been valued.

We wish you all the best for your future endeavours.

Yours sincerely,

[Insert Name]