

EXPERIENCE LETTER SAMPLE 1 (TO BE PRINTED ON A LETTERHEAD)

Date: DD/MM/YYYY

To Whom It May Concern

This letter is issued to confirm that **Mr./Ms. [Full Name]** was employed with **[Company / Organization Name]** from **[Start Date]** to **[End Date]**.

During the course of employment, the individual held the following position(s):

- **[Position Title]** — from **[Start Date]** to **[End Date]**
- **[Position Title]** — from **[Start Date]** to **[End Date]**
- *(if applicable)* **[Position Title]** — from **[Start Date]** to **[End Date]**

Throughout this period, **Mr./Ms. [Last Name]** consistently demonstrated a professional attitude, strong work ethic, and the ability to carry out assigned responsibilities effectively. The quality of work, reliability, and conduct observed during the tenure met organizational expectations.

We found **his/her** performance to be satisfactory, and **his/her** behavior within the organization was appropriate and respectful.

We wish **him/her** success in future professional endeavors.

Sincerely,

[Authorized Signature]

[Name of HR / Authorized Person]

[Designation]

[Company Name]

[Company Address]

[Company Seal]