

EXPERIENCE LETTER – SAMPLE 2

Date: DD/MM/YYYY

To Whom It May Concern

This letter is issued to confirm that **Mr./Ms. [Full Name]**, son/daughter of **Mr. [Parent's Name]**, was employed with **[Organization Name]** as a **[Position Title]** from **[Start Date]** to **[End Date]**.

During this period, **Mr./Ms. [Last Name]** carried out assigned responsibilities with dedication and commitment. **He/She** actively participated in assigned tasks and demonstrated a proactive approach toward work. We found **him/her** to be confident, dependable, and capable of handling responsibilities independently as well as collaboratively.

Throughout **his/her** tenure, **Mr./Ms. [Last Name]** maintained a professional attitude and showed a willingness to take initiative when required. **He/She** contributed positively to the organization's activities and supported the team in achieving departmental objectives.

In terms of conduct, **his/her** behavior was satisfactory. **He/She** maintained cordial relationships with colleagues and worked effectively as part of a team. **His/Her** adaptability and cooperative nature were appreciated by both peers and supervisors.

Mr./Ms. [Last Name] has decided to move on voluntarily in order to pursue better professional opportunities. We wish **him/her** continued success in future endeavors.

Sincerely,

[Authorized Signatory's Name]

[Designation]

[Organization Name]

[Organization Seal]