Pakistan accountant experience letter

Editable sample letter: replace the details with your own records before signing

Letter reference: [Reference]
Date: [Issue date]
Employer: [Company]
Office: Lahore
Employee: [Employee Name]
CNIC: [CNIC]
Designation: [Designation]
From: [Start date]
To: [End date]
To whom it may concern,
This is to certify that [Employee Name] worked as [Designation] for the dates above. The employee's recorded work was entering supplier invoices, preparing the monthly bank reconciliation, and drafting the monthly sales summary for a director to sign. The employee did not sign audit reports and the employee did not set product prices.
This letter does not confer a chartered credential, an audit licence, or a tax-bar membership. Those are separate documents.
Wages are not stated. A salary certificate is the page for pay.
For [Company]
Authorised signatory: [finance manager]
Company stamp: _____
Verification: [accounts contact in Lahore]