

Accounts assistant experience letter

Fictional sample for editing and authorised review

FICTIONAL SAMPLE FOR EMPLOYER REVIEW

Letter reference: DEMO-ACCT-106

Issue date: 30 September 2026

Employer: Maple Demo Trading Private Limited

Employee: Sameer Shah (fictional)

Employee ID: DEMO-AC-31

To whom it may concern,

According to the fictional employment record, Sameer Shah served as an Accounts Assistant in the Finance Operations department from 8 January 2024 to 12 September 2026.

The recorded role included entering approved supplier invoices, assisting with bank reconciliation worksheets, organising payment support documents and preparing draft receivables ageing records for review. Authorisation of payments and approval of final financial statements remained with the designated employer representatives.

This sample does not assert chartered status, audit authority, tax-practice eligibility or responsibility for final statutory filings. Add credentials only from verified evidence and with employer approval.

Issued at the employee request to confirm recorded employment history.

Authorised issuer: [actual HR or finance representative]

Verification contact: [approved employer contact]

Employer address: [actual address]

Authorised signature: _____