Bangladesh experience letter

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

Employer: [Company]
Address: [Address]
Employee: [Employee Name]
Employee code: [Employee ID]
Designation: [Designation]
Department: [Department]
Employment: [Start date] to [End date]

To whom it may concern,

This is to certify that Our personnel file shows [Employee Name] worked as [Designation] in the kidswear team for the dates above. Recorded duties were following buyer comments on approved samples, updating the order-progress sheet, and coordinating shipment dates with the planning desk.

This letter does not state salary, quote a labour-law section, or include a national ID number. The national ID stays off unless this company already prints it on experience letters.

For [Company]
Authorised signatory: [name and designation]
Company stamp: _____
Verification contact: [HR desk the company answers]