Chef and cook experience letter

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

Letter reference: [Reference]
Issue date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Employee ID: [Employee ID]
Workplace: [Workplace]
To whom it may concern,
This is to certify that [Employee Name] worked in our main kitchen as a Cook from [Start date] to [End date]. From [Date] the staff record titles the employee Commis Chef for the hot section. The earlier months remain Cook.
Recorded duties included preparing the hot-section items on the day's menu, labelling and dating food in the section fridge, recording fridge temperatures on the kitchen sheet, and handing the section to the next shift. The employee did not design the menu and did not hold the establishment's food-safety licence in the employee's own name.
For [Company]
Authorised issuer: [head chef or HR]
Verification contact: [approved employer contact]
Employer address: [actual kitchen address]
Authorised signature and stamp if used: _____