Data analyst experience letter

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

Employer: [Company]
City: Jaipur
Employee: [Employee Name]
Employee code: [Employee ID]
Role: [Designation]
Employment: [Start date] to [End date]

To whom it may concern,

This is to certify that [Employee Name] worked as [Designation] for the dates above. Recorded duties were preparing the Monday sales report from the till export, checking that the week's total matched the finance sheet, and filing the exception list the store manager had already marked.

This letter does not certify a software product, a degree, or a salary. It is not a software-engineer experience letter.

For [Company]
Authorised signatory: [name and designation]