Electrician 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]
To whom it may concern,
This is to certify that [Employee Name] worked as [Designation] from [Start date] to [End date], based at [Workplace].
Recorded duties included installing conduit and cable trays from approved drawings, terminating distribution boards under a supervisor, recording insulation-test readings in the site log, and raising material requests for cable and breakers. The employee did not approve design changes or issue completion certificates.
For [Company]
Authorised issuer: [electrical supervisor or HR]
Verification contact: [approved employer contact]
Employer address: [actual address]
Authorised signature and stamp if used: _____