Experience letter format

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

Date: [Issue date]
Employer: [Company name]
Employee: [Employee Name]
Employee ID: [Employee ID]
Designation: [Job title]
Department: [Department]
Employment: [Start date] to [End date]
To whom it may concern,
This is to certify that [Employee Name] was employed with [Company name] as [Job title] from [Start date] to [End date].
Recorded duties included [duties the employment record supports].
This letter is issued at the employee's request for confirmation of employment.
For [Company name]
Authorised signatory: [Name and designation]
Company stamp: _____
Verification contact: [Phone or email the company monitors]