HR executive 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]
Department: [Department]
To whom it may concern,
This is to certify that [Employee Name] worked as [Designation] from [Start date] to [End date] in the [Department] team at Bengaluru.
Recorded duties included preparing joining files for new staff, updating the attendance sheet from approved leave entries, drafting experience and warning letters for a manager's signature, and scheduling interviews the hiring manager had already approved. The employee did not sign employment contracts and did not give legal advice on dismissals.
For [Company]
Authorised issuer: [HR manager]
Verification contact: [approved employer contact]
Employer address: [actual office address]
Authorised signature and stamp if used: _____