India experience letter format

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

Letter reference: [Reference]
Date: [Issue date]
On the letterhead of: [Company]
Registered office: [City]
Employee: [Employee Name]
Employee code: [Employee ID]
Designation: [Designation]
Department: [Department]
Date of joining: [Start date]
Last working day: [End date]
To whomsoever it may concern,
This is to confirm that [Employee Name] was employed with us in the above designation between the dates stated. The employee's recorded duties were incoming visual inspection against the drawing, recording non-conformances in the rejection note, and releasing lots the quality manager had already approved.
We have not stated a reason for leaving.
Relieving and experience are different papers in many Indian companies.
For verification: [HR phone and email that are monitored]
For [Company]
Authorised signatory: [name, designation]
Company stamp: _____