IT experience letter sample

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

To whom it may concern,
This is to confirm that [employee name] worked with [employer] as [job title] from [start date] to [end date]. The role involved software maintenance, issue investigation and team documentation, as supported by our employment records.
This letter is issued at the employee's request. Please contact [authorised verification contact] for verification.
[Authorised name, designation, signature and date]