Kuwait experience letter format

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

Employer: [Company]
Address: [Address]
Employee: [Employee Name]
Civil ID: [Civil ID]
Designation: [Designation]
Department: [Department]
Employment: [Start date] to [End date]
To whom it may concern,
This is to certify that [Employee Name] worked as [Designation] for the dates above. Recorded duties were booking appointments from the clinic diary, preparing the daily patient list for the nurse in charge, and filing signed consent forms in the record the doctor had already approved.
This letter does not state end-of-service pay, cancel a residence permit, or certify a clinical qualification. A receptionist letter is not a nursing licence.
For [Company]
Authorised signatory: [name and designation]
Company stamp: _____
Verification contact: [a clinic number the clinic answers]