Lab technician 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]
Section: [Workplace]
To whom it may concern,
This is to certify that [Employee Name] worked as [Designation] in the haematology section from [Start date] to [End date].
Recorded duties included receiving labelled samples from the collection desk, running the haematology analyser for tests the pathologist had ordered, filing the analyser printouts in the day folder, and recording daily control results on the section sheet. The employee did not sign patient reports as the pathologist and did not manage the laboratory's accreditation file.
Accreditation and personal registration are separate documents.
For [Company]
Authorised issuer: [laboratory manager or HR]
Verification contact: [approved employer contact]
Employer address: [actual centre address]
Authorised signature and stamp if used: _____