# Mechanical 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]
Area: packaging-line maintenance, Dubai plant
To whom it may concern,
This is to certify that [Employee Name] worked as [Designation] from [Start date] to [End date] in the packaging-line maintenance crew.
Recorded duties included responding to breakdown calls on the packaging line, replacing belts and bearings from the parts list, writing the job on the maintenance card before closing it, and assisting the senior technician on the monthly preventive route. The employee did not modify machine guards and did not approve a design change.
Those documents stand on their own if they exist.
For [Company]
Authorised issuer: [maintenance manager or HR]
Verification contact: [approved employer contact]
Employer address: [actual plant address]
Authorised signature and stamp if used: _____