Office assistant 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]
Workplace: [Workplace]

To whom it may concern,

This is to certify that [Employee Name] worked as [Designation], the role our staff file also calls office boy, from [Start date] to [End date] at the [Workplace].

Recorded duties included sorting incoming courier, filing invoices in the accounts drawer after the accountant had marked them, keeping the meeting room stocked, and carrying documents between our office and the nearby bank counter when a manager signed the errand slip. The employee did not approve payments and did not keep the cash box.

The letter uses both titles because the file uses both. It does not upgrade the role to office administrator or accountant.

For [Company]
Authorised issuer: [office manager or HR]
Verification contact: [approved employer contact]
Employer address: [actual office address]
Authorised signature and stamp if used: _____