Oman experience letter format

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

Employer: [Company]
Commercial registration: [CR number]
Address: [Address]
Employee: [Employee Name]
Resident card number: copy from the card
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 receiving deliveries against purchase orders, updating bin locations, and preparing the daily dispatch list for the branch manager.
This letter does not state end-of-service pay, cancel a residence visa, or replace a no-objection letter. If the reader asked for salary, use a salary certificate instead.
For [Company]
Authorised signatory: [name and designation]
Company stamp: _____
Verification phone or email: [a contact the company actually answers]