# Pakistan experience letter format

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

Letter reference: [Reference]
Date: [Issue date]
Employer: [Company]
Office: Faisalabad
National tax number: leave blank unless your letterhead already shows it
Employee: [Employee Name]
CNIC: [CNIC]
Designation: [Designation]
Department: [Department]
From: [Start date]
To: [End date]
To whom it may concern,
This letter confirms that [Employee Name] worked as [Designation] in the weaving department for the dates above. Recorded duties included assigning looms to the shift, recording downtime in the shift book, and reporting cloth faults to the quality desk. The employee did not set piece rates.
CNIC is included because many Pakistani employers print it on experience letters. Copy it from the card.
For [Company]
Authorised signatory: [name and designation]
Company stamp: _____
Verification: [HR contact in Pakistan]