Plumber experience letter

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

Employer: [Company]
City: Pune
Employee: [Employee Name]
Employee code: [Employee ID]
Role: [Designation]
Employment: [Start date] to [End date]
Sites on the file: two residential blocks in Kothrud, named on the job cards

To whom it may concern,

This is to certify that Our job cards show [Employee Name] worked as [Designation] for the dates above. Recorded duties were replacing leaking taps, clearing blocked waste lines, and marking the material used on the card the supervisor already signed.

This letter does not state a licence number, a completion certificate for a building, or a salary. A trade licence stays a separate card.

For [Company]
Authorised signatory: [name and designation]