Qatar experience letter format

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

Letter reference: [Reference]
Issue date: [Issue date]
Employer: [Company]
Commercial registration: [CR number]
Address: [Address]
Employee: [Employee Name]
Qatar ID (QID): [Qatar ID]
Designation: [Designation]
Department: [Department]
Employment: [Start date] to [End date]

To whom it may concern,

This is to certify that [Employee Name] worked with us in the designation and dates stated, according to our staff record. Duties included receiving deliveries against purchase orders, updating the bin card, and preparing the daily dispatch list for the supervisor.

The letter does not state end-of-service pay, a labour clearance, or that a visa was cancelled. Those are separate employer and government processes.

For [Company]
Authorised signatory: [name and designation]
Company stamp: _____
Verification phone or email: [monitored contact]