Saudi Arabia experience certificate

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

SAUDI EXPERIENCE CERTIFICATE
Employer: [Company]
City: Riyadh
Date: [Issue date]
Employee: [Employee Name]
Iqama number: [Iqama number]
Designation: [Department] Officer
Department: [Department]
From: [Start date]
To: [End date]
Duties the file supports: raising purchase requests, comparing supplier quotes, and filing delivery notes for a manager's approval
[Company] confirms that [Employee Name] has worked as [Designation] from the start date above and remains employed. This certificate records employment. It is not a ministry contract printout, not a visa, and not an end-of-service calculation.
Do not add a professional licence or a vendor the employment file does not name.
Salary is omitted. Use a Saudi salary certificate when the reader asked for pay.
For [Company]
Authorised signatory and stamp: [name, designation, stamp]