Security guard experience letter

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

Letter reference: [Reference]
Issue date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Employee ID: [Employee ID]
Post: [Workplace]
To whom it may concern,
This is to certify that [Employee Name] worked as [Designation] from [Start date] to [End date]. The deployment sheet places the employee on the night gate at [Workplace], on a 12-hour shift pattern the client site used in that period.
Recorded duties included checking visitor passes against the daily list, writing the occurrence book at handover, walking the ground-floor patrol route, and calling the site supervisor when a pass did not match. The employee did not carry a firearm in this posting and was not a police officer.
For [Company]
Authorised issuer: [operations or HR]
Verification contact: [approved employer contact]
Employer address: [actual address]
Authorised signature and stamp if used: _____