

Software QA experience letter

Fictional sample for editing and authorised review

FICTIONAL SAMPLE FOR EMPLOYER REVIEW

Letter reference: DEMO-QA-104

Issue date: 30 September 2026

Employer: Cedar Demo Technologies Private Limited

Employee: Aditi Rao (fictional)

Employee ID: DEMO-QA-18

To whom it may concern,

Our demonstration employment record identifies Aditi Rao as a Software QA Analyst in the Product Quality department from 12 June 2023 to 20 September 2026.

Recorded responsibilities included preparing test cases from accepted requirements, carrying out regression checks for scheduled releases, reproducing reported defects and maintaining test evidence in the team issue tracker. Aditi coordinated defect clarification with development colleagues and recorded the status of assigned test work.

This sample describes duties, not verified performance scores, project revenue, certifications or a guarantee of competence. Replace it only with facts supported by the actual employer record.

Issued at the employee request for employment-history confirmation.

Authorised issuer: [actual HR representative and designation]

Verification contact: [actual approved employer contact]

Employer address: [actual address]

Authorised signature and stamp if used: _____