Sri Lanka experience letter format

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

Letter reference: [Reference]
Date: [Issue date]
Employer: [Company]
Address: [Address]
Employee: [Employee Name]
NIC: [NIC]
EPF number: leave blank unless payroll already prints it on staff letters
Designation: [Designation]
From: [Start date]
To: [End date]
To whom it may concern,
This is to confirm that [Employee Name] served as [Designation] for the period above. The employee's work included preparing delivery notes, recording vehicle out-times, and filing the driver's signed copy when the vehicle returned. The employee did not authorise overtime payments.
The NIC is printed because Sri Lankan employers often use it to match a staff letter to the person. Copy it from the card. An EPF number is optional and should come from payroll, not from memory.
For [Company]
Authorised signatory: [name and designation]
Company stamp: _____