UAE experience letter format

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

Letter reference: [Reference]
Issue date: [Issue date]
Employer: [Company]
Emirate: [Emirate]
Trade licence: [Trade licence number]
Employee: [Employee Name]
Emirates ID: [Emirates ID]
Passport number: [Passport number]
Designation: [Designation]
Employment: [Start date] to [End date]
To whom it may concern,
Our staff record shows [Employee Name] worked as [Designation] for the dates above. Duties included allocating daily tasks to the finishing crew, filing the daily site report, and attending the consultant's walk-down when the project manager sent the employee. The employee did not sign payment certificates.
Work-permit or labour-card numbers are omitted.
Some UAE readers also want Arabic. Prepare that copy separately if you issue bilingual letters.
For [Company]
Authorised signatory: [name and designation]
Company stamp: _____
Verification contact: [monitored UAE phone or email]