

Warehouse supervisor experience letter

Fictional sample for editing and authorised review

FICTIONAL SAMPLE FOR EMPLOYER REVIEW

Letter reference: DEMO-WH-108

Issue date: 30 September 2026

Employer: Pine Demo Fulfilment Private Limited

Employee: Rohit Kumar (fictional)

Employee ID: DEMO-WS-27

To whom it may concern,

The fictional employment record confirms Rohit Kumar served as Warehouse Shift Supervisor in the Distribution department from 2 February 2021 to 16 September 2026.

Recorded duties included assigning approved daily picking tasks, coordinating inbound and outbound documentation, reviewing shift handover records and escalating stock discrepancies through the employer process. The role supported periodic stock counts and recorded safety briefings within the assigned shift responsibilities.

This sample does not confirm equipment licences, incident-free statistics, stock accuracy percentages or responsibility for employer-wide safety compliance. Add such claims only from verified records and authorised approval.

Issued at the employee request for factual employment confirmation.

Authorised issuer: [actual HR or operations representative]

Verification contact: [approved employer contact]

Warehouse and employer address: [actual details]

Authorised signature: _____