Welder experience letter

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

Employer: [Company]
City: Rajkot
Employee: [Employee Name]
Employee code: [Employee ID]
Role: [Designation], bench work
Employment: [Start date] to [End date]
To whom it may concern,
This is to certify that Our shop file shows [Employee Name] worked as [Designation] for the dates above. Recorded duties were welding mild-steel brackets to the drawing, grinding the joint the supervisor marked, and stacking finished pieces on the rack for that job.
This letter does not state a welding-process qualification, a shipyard certificate, or a salary. The qualification card stays separate.
For [Company]
Authorised signatory: [name and designation]