

## LETTER TEMPLATE

<Company Name>  
<Address Line 1>  
<Address Line 2>  
<Address Line 3>



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To  
<Employee Name>  
<Employee No>  
<Employee Designation>

<Date DD/MM/YYYY>

### Sub. – Experience Certificate

Dear <Employee Short Name>,

It is our pleasure to certify that <Employee's Name> has worked in our organization <Company name> from <Date of Join > to <Date of Leaving> in various positions and his/her designation was <designation> at the time of leaving our organisation.

During the tenure mentioned above, <Employee's Name> committed himself/herself fully to the duties and responsibilities assigned to <him/her>. We found <him/her> professionally competent, consistent and hard-working with sincerity and commitment. <Employee's Name> contribution and initiatives for the organization has time and again proved very valuable.

We respect <Employee's Name>'s decision to move from our organization and wish <him/her> all the best in future endeavours.

Sincerely,

[Authorized Signatory Name]  
<Designation>

## **EMAIL TEMPLATE**

**Subject line:** Experience Certificate

Dear / Hi [*Employee's name*],

It is our pleasure to certify that <Employee's Name> has worked in our organization <Company name> from <Date of Join > to <Date of Leaving> in various positions and his/her designation was <designation> at the time of leaving our organisation.

During the tenure mentioned above, <Employee's Name> committed himself/herself fully to the duties and responsibilities assigned to <him/her>. We found <him/her> professionally competent, consistent and hard-working with sincerity and commitment. <Employee's Name> contribution and initiatives for the organization has time and again proved very valuable.

We respect <Employee's Name>'s decision to move from our organization and wish <him/her> all the best in future endeavours.

Best wishes,

[Authorized Signatory Name]

[*Your email signature*]

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