CIN

Ref. no.	Date

EXPERIENCE LETTER

To whom it may concern

Employee name	Employee ID	Department
Designation at joining	Designation at leaving	Place of work
Date of joining	Last working day	Length of service

This is to certify that [employee name] was employed with us from [date of joining] to [last working day]. [Name] joined as [designation at joining] and last held the position of [designation at leaving] in our [department] department at [place of work].

In this role, [name] [describe two or three main duties in plain words]. [Leave this paragraph out for a short engagement.]

[Name] resigned of [his or her] own accord and was relieved of all duties at the close of business on [last working day]. During the period of employment, [his or her] conduct was [conduct]. We wish [him or her] well.

This letter is issued at the employee's request, without any liability on the company's part. It may be verified by writing to [HR email address], quoting the reference number above.

For the company, authorised signatory (name, designation, seal)