

Experience Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

This is to confirm that **[Employee Full Name]**, holder of **[Employee ID/Passport No.]**, was employed with **[Company Name]** as a **[Job Title/Position]** from **[Start Date]** to **[End Date]**.

During his/her tenure with us, **[Employee Name]** was responsible for the following duties:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]

We found **[Employee Name]** to be **[mention key qualities and/or work performance]**. His/her conduct during the period of employment was satisfactory.

This letter is issued at the request of **[Employee Name]** for the purpose of third-party verification.

Sincerely,

[Authorized Person's Name]

[Designation]

[Company Name]

[Contact Information]

Important Notes:

- This letter should be printed on official company letterhead.
- All details provided must be accurate and verifiable.
- Signature and contact information of the authorized signatory are required.
- The letter should not contain any confidential or sensitive information.
- Always confirm the recipient's details before issuing for third-party purposes.