

Acme Corporation Ltd.

123 Market Street, Metropolis | Phone: (123) 456-7890 | Email: hr@acme.com

Statement of Employment Experience

TO WHOM IT MAY CONCERN:

This is to certify that **Ms. Jane Doe** was employed by Acme Corporation Ltd. from **January 10, 2018** to **June 30, 2023** as a **Senior Project Manager**.

EMPLOYMENT DETAILS

During her tenure, Ms. Doe was responsible for:

- Leading cross-functional project teams to deliver business-critical solutions on schedule.
- Overseeing a portfolio of five concurrent projects valued at over \$2 million.
- Mentoring staff and contributing to process improvement initiatives.

Ms. Doe consistently demonstrated professionalism, strong leadership, and an excellent work ethic. Her contributions greatly benefited our organization.

REASON FOR LEAVING

Ms. Doe resigned voluntarily to pursue further career opportunities.

CONTACT

For further information, please contact our HR department at (123) 456-7890 or hr@acme.com.

John Smith

Human Resources Manager

Date: June 30, 2023

IMPORTANT NOTES

- This document serves as an official verification of employment history and experience.
- It should be printed on company letterhead, signed, and dated by an authorized representative.
- Any alteration or forgery of this statement is strictly prohibited.
- Contact information should be provided for verification purposes.