

Company-Specific Work Experience Statement

Employee Information

Full Name: _____
Employee ID: _____
Department: _____
Position/Title: _____

Company Details

Company Name: _____
Address: _____
Contact Number: _____
Website (if any): _____

Employment Period

Start Date: _____
End Date: _____
Employment Type: (Full-time / Part-time / Contract)

Summary of Work Experience

(Briefly describe the main responsibilities, significant projects, and key achievements while employed in the company. Use specific details to demonstrate experience and contribution.)

Relevant Skills & Competencies

(List primary skills and competencies gained or applied during employment.)

Employee Signature
Date: _____

Company Representative
Position: _____
Date: _____

Important Notes:

- The statement should be accurate and verified by an authorized company representative.
- Include only work experience specific to the stated company.
- Use clear and concise descriptions for roles and achievements.

- Attach supporting documents if necessary (e.g., certificates, letters).
- Always keep a personal copy for your records.