Your address

Date of issuance

Subject: Job experience letter of [Employee’s name]

To whom it may concern,

This is to certify that during the period from [DD/MM/YEAR of joining by Employee] to [Employee’s last DD/MM/YEAR of employment], [Employee’s name] worked as [job designation] with us here at [name of organization].

We can confirm that during his time here with us, his services and dedication towards the organization and duties have been satisfactory.

His/Her roles and responsibilities at [name of organization] included [list out the Employee’s duties and responsibilities].

[Employee’s name] decision to leave [name of organization] is solely his, and we hope and pray that he has a bright and successful future ahead.

Sincerely,

Your name

Your designation

Name of your organization.