



**Date:**

## **EXPERIENCE LETTER**

Ref.No:-

To

Mr. \_\_\_\_\_

\_\_\_\_\_ (residential address)

Phone No: \_\_\_\_\_

### **TO WHOM-SO-EVER IT MAY CONCERN**

This is to certify that Mr./Ms. \_\_\_\_\_ Son/Daughter of Mr. \_\_\_\_\_ worked as \_\_\_\_\_ in our company from \_\_\_\_\_ to \_\_\_\_\_ with our entire satisfaction. During his working period, we found him a sincere, honest, hardworking, duty bound, dedicated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well.

His performance during the employment has been appreciated in evaluations each year and his contribution towards the organization have always been valued.

We have no objection to allow him in any better position and have no liabilities in our company.

His basic pay is \_\_\_\_\_ only.

We wish him all the best and every success for his future endeavours.

Yours sincerely,

\_\_\_\_\_  
[Insert Name]

[Designation]

[Company Name]