**EXPERIENCE LETTER**

Ref No. [[Format of the Reference No.]]

Date: [[Date]]

To

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

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

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

**Sub: Experience Letter**

Dear \_\_\_,

You have worked in our organization from \_\_\_\_\_\_\_\_ until \_\_\_\_\_\_ in the capacity of \_\_\_\_\_\_\_\_\_\_ within \_\_\_\_\_\_\_ department.

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

We wish you all the best for your future endeavours.

Sincerely,

[COMPETENT AUTHORITY]

[[NAME Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]