

[Company\_Name]  
[Company\_Address]

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14/12/2021

### Experience Letter

Name of the Employee:

It is to certify that (employee's name) was employed as (job title) in the (department) of (Name of Company) from (Joining Date) to (Date of resignation).

(Employee's name) has (skills, major accomplishments, early experiences)

(Details about the employee's key responsibilities and their contribution to the company).

(Details about the promotions given to the employee and a description of their soft skills, attitude and behaviour).

We are sure that their passion and dedication will help them excel in whatever they choose to do next in their life. They have shown a high level of commitment throughout their time with our company.

We wish (employee's name) all the best for their future.

Sincerely,

[HR\_Name]

[HR\_Designation]

[Contact details]

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