Experience Letter

Print on company letterhead. Fill every [Placeholder] from the HRIS record, not from memory or the employee's request. Delete any optional paragraph you do not use. Sign by an authorized HR or management signatory only.

LETTER HEADER

[Company Legal Name]
[Company Address]
[City, State ZIP]
[Company Phone] | [HR Email]

Reference no.: [HR Reference Number]
Date: [Date of Issue]

TO WHOM IT MAY CONCERN

CONFIRMATION OF EMPLOYMENT

This is to certify that [Employee Full Legal Name], Employee ID [Employee ID], was employed with [Company Legal Name] from [Start Date] to [Last Working Day].

At the time of leaving, [he/she/they] held the position of [Final Job Title] in the [Department] department, based at our [Work Location] location. [His/Her/Their] employment status was [Full-time / Part-time / Temporary / Contract].

POSITIONS HELD (OPTIONAL)

During [his/her/their] time with us, [Employee First Name] held the following positions:

- [Job Title 1], [Start Date] to [End Date]
- [Job Title 2], [Start Date] to [End Date]

SUMMARY OF RESPONSIBILITIES

In this role, [Employee First Name] was responsible for:

- [Responsibility 1, e.g. handling inbound customer calls for billing and account queries]
- [Responsibility 2, e.g. resolving escalated cases within the team's service-level targets]
- [Responsibility 3, e.g. training and mentoring new agents during nesting]
- [Responsibility 4, if applicable]

CLOSING STATEMENT

[Optional, include only if accurate and approved: During [his/her/their] employment, [Employee First Name] completed [named certification or program]. / [Employee First Name] left the organization on [Last Working Day] following [resignation / completion of contract].]

This letter is issued at the request of [Employee First Name] for [employment / immigration / education / general] purposes. It confirms employment details only and does not constitute a reference or a recommendation.

For verification of this letter, contact [HR Contact Name] at [HR Email] or [HR Phone], quoting reference [HR Reference Number].

SIGNATURE

Sincerely,

[Signature]

[Signatory Name]
[Signatory Title, e.g. HR Manager]
[Company Legal Name]

[Company seal or stamp, where customary]

INTERNAL CHECKS BEFORE ISSUING (DO NOT PRINT)

- [ ] Employee's legal name matches the HRIS and identity documents
- [ ] Start date and last working day match payroll records
- [ ] Final job title matches the last position record, not an informal title
- [ ] Responsibilities match the job description on file for that title
- [ ] No salary, performance rating or reason for leaving included unless the employee requested it in writing and HR approved
- [ ] Signatory is on the authorized list for employment letters
- [ ] Copy saved to the personnel file and logged with reference number