

# **SAMPLE 1: Work Experience Letter**

**To whom it may concern:**

I have known (Employee's Name) since (Date) in my capacity as a [Recommender's designation]. She/He joined us as a [Employee's Designation], then was promoted to the full-time position of (Designation) in (Date), and has been successfully holding this position since then. Some of her/his key responsibilities include [Explain major duties and responsibilities].

Apart from these, she/he was assigned [explain additional responsibilities, if applicable].

(Employee's Name) has been an extraordinary employee of the (company name). She/He has always been consistently pleasant, handling all job responsibilities with dedication and smiles. She/he is attentive to her duties and works tirelessly following by adhering to the company's policies.

(Employee Name) is highly respected by the co-staff for her/his willingness to assist anyone anytime she/he can. I am always impressed with her /his analytical, leadership and creative skills. She/He is resourceful, well organised, punctual and very good at handling pressure (state some instances/examples).

To the best of my knowledge, she/he has always maintained outstanding grades and holds knowledge in [major expertise employee has]. Truly, he/ she is an invaluable asset to any academic and non-academic institutions.

I wish him/her all the best.

Sincerely,

[Signature and stamp] [Name and designation of recommender] [DATE] [To be printed in company letter head] [Date]

## **SAMPLE 2: Work Experience Letter**

### **To Whom It May Concern:**

This is to certify that Mr./ Ms. ( Employee's Name], resident of [Full Address], has worked as [ Position] at [ company and address]. Mr./ Ms. .... worked from [dates from and to]. He/She was responsible for [explain duties and responsibilities].

During his/her tenure, [explain major works performed, professional progress observed and major learning ].

To my knowledge, [ explain of the employees' known major professional and academic background]. He/She is a person who has the perfect blend of knowledge and personal traits to handle the opportunities and challenges within the [ field of work].

We wish him all the best for his/her academic and professional endeavors. If you have any questions or need additional information about him/her, I will be more than happy to respond to you.

[Signature and Stamp]

.....

Name and Designation of /Supervisor/Manager/CEO

[ to be printed in company official letter head]