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# Free Experience Letter Templates and Samples for Every Situation

## Experience Letter Template for General Employees

[Company Letterhead]

Date: [DD/MM/YYYY]

TO WHOM IT MAY CONCERN

This is to certify that [Employee Name] was employed with [Company Name] as a [Designation] in the [Department] from [Joining Date] to [Last Working Day].

During their tenure, they were responsible for [mention key responsibilities briefly]. They demonstrated professionalism, dedication, and a positive attitude towards their work.

We found them to be sincere and hardworking. We wish them success in their future endeavors.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

[Company Seal]

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## Experience Letter Template for IT Professionals

[Company Letterhead]

Date: [DD/MM/YYYY]

TO WHOM IT MAY CONCERN

This is to certify that [Employee Name] worked with [Company Name] as a [Designation] from [Joining Date] to [Last Working Day].

During this period, they worked on technologies such as [mention tools/technologies] and contributed to projects including [project names or descriptions]. Their responsibilities included software development, debugging, API integration, and collaboration with cross-functional teams.

They demonstrated strong problem-solving skills and technical expertise throughout their tenure.

We wish them all the best for their future.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

[Company Seal]

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## Experience Letter Template for Accountants

[Company Letterhead]

Date: [DD/MM/YYYY]

TO WHOM IT MAY CONCERN

This is to certify that [Employee Name] was employed with [Company Name] as an [Designation] from [Joining Date] to [Last Working Day].

During their tenure, they handled financial records, account reconciliations, compliance reporting, and audit support. They demonstrated strong knowledge of accounting principles and financial systems.

We found them to be reliable, detail-oriented, and professional in their work.

We wish them success in their future endeavors.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

[Company Seal]

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## Experience Letter Template for Sales Roles

[Company Letterhead]

Date: [DD/MM/YYYY]

TO WHOM IT MAY CONCERN

This is to certify that [Employee Name] worked with [Company Name] as a [Sales Designation] from [Joining Date] to [Last Working Day].

They were responsible for lead generation, client relationship management, achieving sales targets, and closing deals. They consistently demonstrated strong communication and negotiation skills.

Their contributions played a key role in driving business growth.

We wish them all the best for their future.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

[Company Seal]

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## Experience Letter Template for Marketing Professionals

[Company Letterhead]

Date: [DD/MM/YYYY]

TO WHOM IT MAY CONCERN

This is to certify that [Employee Name] was employed with [Company Name] as a [Designation] from [Joining Date] to [Last Working Day].

During their tenure, they were responsible for planning and executing marketing campaigns, analyzing performance metrics, and coordinating with cross-functional teams.

They demonstrated creativity, strategic thinking, and a results-driven approach.

We appreciate their contributions and wish them success in their future endeavors.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

[Company Seal]

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## Experience Letter Template for Customer Support

[Company Letterhead]

Date: [DD/MM/YYYY]

TO WHOM IT MAY CONCERN

This is to certify that [Employee Name] worked with [Company Name] as a [Designation] from [Joining Date] to [Last Working Day].

They were responsible for handling customer queries, resolving issues, and ensuring high levels of customer satisfaction.

They demonstrated excellent communication skills, empathy, and problem-solving abilities.

We wish them success in their future endeavors.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

[Company Seal]

## Experience Letter Template for Administrative Staff

[Company Letterhead]

Date: [DD/MM/YYYY]

TO WHOM IT MAY CONCERN

This is to certify that [Employee Name] was employed with [Company Name] as an [Designation] from [Joining Date] to [Last Working Day].

During their tenure, they were responsible for administrative tasks including scheduling, documentation, coordination, and office management.

They were reliable, organized, and contributed effectively to smooth office operations.

We wish them all the best for their future.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

[Company Seal]