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Work experience certificate in word format

An experience certificate is issued by the employer to the employee, it is a documentary proof of employee service in a company.

An experience certificate is used to get a new job and also for a salary hike in the new job. Every experience certificate consists of details like the name of the employee, name of the organization, designation of the employee, and work period, some experience certificates consist of salary details also. Some employers mention reference numbers on experience certificates, and some employers don't mention it. Reference number is not mandatory to mention it on the experience certificates. the oeah bible pdf free online download Experience Letter Format 1 _____ Date: _____ To Whosoever It May Concern This is to confirm that Mr./Mrs./Ms. _____ worked as an accountant in Accounts department, from _____ to _____. During his/her tenure we found him/her sincere, dedicated and hard working. His/her monthly gross salary is _____ Rs. We wish him / her success in his / her future endeavors. For the _____, Authorized Signatory. Experience Letter Format 2 To Whomsoever It May Concern Date: _____ This is to certify that Mr./Mrs./Ms. _____ worked as an assistant sales manager in Marketing department, from _____ to _____. During his/her tenure we found him/her sincere and hard working. We wish him/her all the best in his / her future endeavors. For the _____, Authorized Signatory. Experience Letter Format 3 Ref. No. _____ Date: _____ TO WHOMSOEVER IT MAY CONCERN This is to certify that Mr./Mrs./Ms. _____ was employed with us as _____ in the _____ department, from _____ to _____.During the period of his/her assignment, we found him/her sincere, hardworking and a keen learner. We wish him/her all the best in his future endeavors. For The _____ Authorized Signatory. Download in Word Format Experience Certificate Format 4 Ref No. _____ Date _____ TO WHOMSOEVER IT MAY CONCERN This is to certify that Mr./Mrs./Ms. _____ son/ daughter of _____ has worked as _____ with _____ from _____ to _____. During the above period Mr./Mrs./Ms. _____ participated in performing the work with determination & sincerity. As we observed he/she was an active and very qualified person and she could perform all his/her assigned tasks effectively. Besides, in my opinion, he/ she was a motivated, professional, hardworking and innovative person. He/She contributed much to our organizational goals and targets. And his/her performance proved to be most effective in our organization. During the above period: For _____ Authorized signatory. Download in Word Format Experience Letter Format 5 Ref No. _____ Date _____ To Whomsoever It May Concern This is to certify that Mr./Mrs./Mrs. gozifejuixovibogevarija.pdf _____ worked as _____ in our company since _____ to _____, during his/her working period.



LETTER OF WORK EXPERIENCE REQUIREMENT

To meet the Alternative Minimum Requirements for Occupational Education Courses, you must submit an original letter(s) from any employer(s) showing that you possess the required industry experience in the discipline field to be taught.

GUIDELINES FOR PRIOR WORK EXPERIENCE

In connection with your application, you must obtain a letter(s) documenting your prior work/industry experience. Each letter submitted is required to have the following:

- Be printed on company letter head.
- Show your employment dates.
- Include your job title or title classification of position).
- Provide a detailed description or summary of duties and responsibilities of the position you held.
- Include signature and name of company official with their title and contact information.

EXAMPLE:

Letter of Work Experience (Sample Letter)

[Letter must be on company letterhead]

[Date]

[Include address and name of company]

To Whom It May Concern:

This letter is to verify the employment of [Last Name/ First Name] who [seeks or worked] for [name of company] as a [title of position] from [date and year] until [date and year]. [He/she] [was or is] a [full-time or part-time] employee working.

As [is] [title of position], his/her duties and responsibilities [were/are] [list of the duties/responsibilities]

Please contact me at [include phone number/email address] if you have any questions or need more information.

Sincerely,

[Name of Supervisor]

[Title of Supervisor]

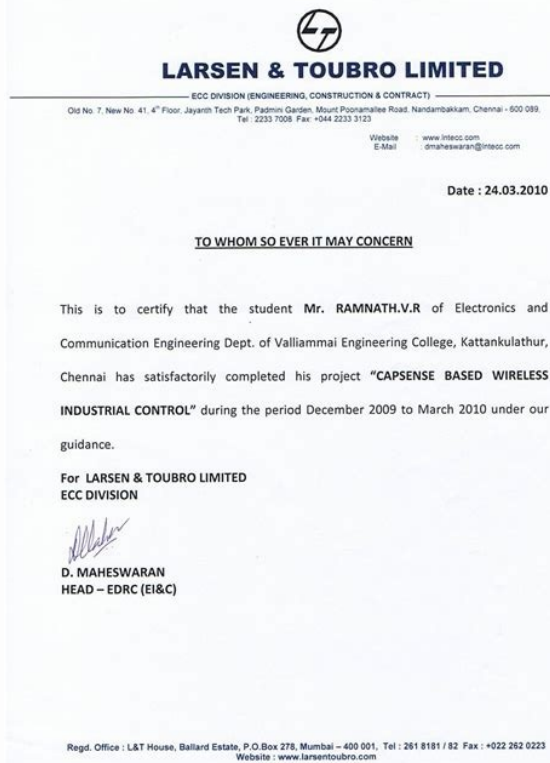
05/11/2016

He/She is hard working, professional and dedicated. We are really missing the services of Mr./Mrs./Ms. _____. We wish him/her all the best in his/her future projects. For _____ Authorized Signatory. Download in Word Format Work Experience Certificate Format 6 Ref No. _____ Date _____ TO WHOMSOEVER IT MAY CONCERN This is to certify that Mr./Mrs./Mrs. _____ worked as _____ (designation) _____ (department) in our company from _____ to _____, during his/her working period. He/She is hard working, professional and sincere. We wish him/her good luck in his/her future endeavors. For _____ Authorized Signatory.

Download in Word Format Experience Certificate Format 7 Ref No. _____ Date _____ To Whomsoever It May Concern Mr./Mrs./Mrs. _____ worked as _____ (designation) _____ (department) with us from _____ to _____. wugudupeforodu.pdf During his/her tenure in our company we found him/her dedicated and professional. At the time of leaving the company his/her monthly gross salary is _____. We wish him/her good luck in his/her future endeavors. For _____ Authorized Signatory Download in Word Format Job Experience Letter Format 8 To Whomsoever It May Concern Date: _____ Mr./Mrs./Mrs. _____ worked with us from _____ to _____ as a _____ (designation) in _____ (department). During the above tenure we have completely satisfied with his/her performance. His annual CTC was _____; We don't have any objection for him/her in joining any company and we wish him every success in his/her future endeavors. For _____ Authorized Signatory. Download in Word Format Experience Letter Format 9 Date: _____ Experience Certificate This is to certify that Mr./Mrs./Mrs. _____ working in our company from _____ to till date as a _____ (designation) in _____ (department). During his/her working period we found him/her dedicated and sincere.

He/She is very professional and keen learner. Our management doesn't have any objection for him/her in joining any company and we wish him all the best in his/her future endeavors. For _____ Authorized Signatory. Download in Word Format Experience Certificate Format 10 Date: _____ Experience Certificate This is to certify that Mr./Ms./Mrs. _____ employed with us _____ (company name) from _____ to _____. He/She served the company in the post of _____ (designation) in _____ (department). He/She has been relieved from the company as per the rules and regulations of our organization and we wish him/her all the best in his/her future endeavors. For _____ Authorized Signatory.

Download in Word Format What to do if the previous employer is not providing experience certificate The criteria and requirements to relieve an employee will be mentioned in the appointment letter or joining letter of the employee. So before asking an experience letter to the employer, the employee must complete the notice period and he or she needs to prove that they don't have any dues with the company. If you fulfill all the requirements then you have complete right to get your experience certificate.



But if you don't fulfill all the requirements then you need to request your employer or HR In a polite manner if they are kind enough then they will provide your experience certificate. Can we submit a fake experience certificate No, it is not legal to submit a fake experience certificate. Because nowadays most of the employers are doing background verifications and reference checks, in that process your new employer may find that you have submitted a fake experience certificate.



Even though you are appointed but in the future, you may be affected by that fake experience certificate. What is the difference between experience letter & relieving letter The aim of both experience letter and relieving letter is the same, but the experience letter acknowledges the work experience of an employee in the previous company, whereas the relieving letter acknowledges that the particular employee was relieved from a particular date.

Employees can get experience certificate even while working also, for purposes like bank loans, mobile and internet connections, etc.

LOGO HERE

[Company Name]
[Street Address, City, ST ZIP Code]
[Phone]
[Email]
[Website]

To Whom It May Concern

Dear Sir/Madam [or name],

This letter is to verify that NAME OF APPLICANT was employed at NAME OF COMPANY in the position of NAME OF POSITION. This position was FULL-TIME/PART-TIME/CONTRACT.

NAME OF APPLICANT commenced employment in the above-mentioned position with our company on EMPLOYMENT COMMENCEMENT DATE until EMPLOYMENT TERMINATION DATE.

If you require any additional information, please contact me at PHONE # or EMAIL. I look forward to hearing from you soon.

Warm regards,

Name Here
Your Title