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## Experience letter format in word

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Experience letter is a formal letter and is a written or printed information on company's letterhead about employment confirmation. The experience letter format must include Name, position, period, salary and benefits signed by a concerned manager to confirm the employment with the organization. The letter is issued by the employer on company's letter head and can be used for many purposes and can be sent to anyone to show the employment history A work experience certificate letter is a letter issued to an employee. The formal letter issued by the Human Resource Department confirm the time period the employee was associated with the company. The experience certificate also certifies the skills and work habits of an employee. It is one of the imperative exit documents that the employee needs at the time of leaving the organization. Employee needs this letter to verify his previous employment. Hence, HR department should make it with utmost care. What is Experience Certificate? Experience certificate is an official document to certify employment with a company/organization and says that the person is employed or has been employed with the company and the will certify employee name and his/her details such as father's name, residence address, employee id etc. it further, certify the employment period, last designation and also the pay package of the employee. The experience certificate means whatever mentioned is true or correct Experience Certificate or work experience letter is issued by the company in which a person has worked. The experience certificate certifies all the skills or knowledge the person has acquired. This is one of the valuable documents for a person for his career growth and future opportunities. Experience Certificate Format A right format is always the key in letter writing to make a correct and impressive experience certificate. The following points must be included to create a right format of experience certificate. It is obvious that it should be in a polite language and must contain the following key points: Must be on Company's Letterhead Date of issue of the certificate Salutation or Declaration "To Whomsoever it May Concern" Full Name of the Employee as per the official Record. Period of Employment (Date of Joining and the last day of working in the organization) Designation or position Description of Performance Best wishes at the end Signed by the Director / HOD / Manager / HR Department Head / Authorized Signatory Should have Company's Seal or Stamp Why Experience Certificate Important? The employee experience certificate is very important to identify the past years of experience and expertise of an employee in his/her last organization. It acts as a proof for you that you were employed by an organization in a certain position for a certain period of time. It is especially important for the new employees who are considering switching their career direction, and it helps to update the details on your application. The certificate has information such as the name of the company, the date of hire, job description, and the job duties and responsibilities. An employee experience certificate has an electronic signature which is beneficial because it is difficult to forge without the signature Recommended Why to implement recruitment management system? Objective of Experience Certificate letter Experience certificate proves and authenticates that the Job Applicant truly holds a valid experience with the company which he or she has mentioned in his Curriculum Vitae (CV). Experience certificate is a very important document for Recruitment at the time of hiring a candidate on board in an organization. Tips to Keep in Mind While Writing Experience Certificate letter Experience certificate letter certifies that the person has worked in the organization and has performed all the duties and responsibilities assigned to him/her. Experience certificate may also include the major or satisfactory contribution in the organization also the identified strength. There is no mandatory format of experience letter to be followed. Every organization can have their different format. But a general content that should be included in the experience letter is given below: Use Company letter head with name of the organization should be at the top of the letter. Organization details such as company address, telephone number, email id, website address and Company Registration number should also be there in the letterhead. Name of the employee with his/her address: HR should make sure that the name of the employee is put right on the document. If there is any name mistake, then employees may face problems in the documentation approval in their next company. Date: Make sure that there is a date of preparing the document. Details of the employment: position, tenure and details of the responsibility carried out by the employment. Many organizations miss out on these important details. But they need to understand that It is important to include all the employment details in the experience letter for the record of the employee. Closing statement: This closing statement should be formal as well as polite. It can contain a good luck sentence for the employee's future. This sentence can really make a difference in the employee selection chances in another company. Distinguish Between Experience Certificate and Experience Letter If we dig deep into what is the difference between an experience certificate and an experience letter, then you should know that there is not much difference. Because an experience certificate is in the form of a certificate and an experience letter is given in the form of a letter. Format of the experience certificate is given below: Letterhead of the Company Certificate of Experience To whom it may concern This is to certify that Mr/Ms \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ was employed at \_\_\_\_\_ > Company name< as a >Designation< from >Starting Date< to >End date<. He/ she \_\_\_\_\_ successfully completed the tenure with excellent performance. We wish best of luck for future. Regards, \_\_\_\_\_ Authorized signature \_\_\_\_\_ Signature with company's seal \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_ Experience Letter Format is given below: Company's Letterhead Dated (\_\_\_\_\_) To; Employee Name \_\_\_\_\_ Employee ID (if any) \_\_\_\_\_ Complete Address (as per record) \_\_\_\_\_ City, PIN \_\_\_\_\_ State, Country \_\_\_\_\_ To whomsoever It May Concern \_\_\_\_\_ This letter is to certify that Ajay Singhal has worked in our organization as (mention the designation). He \_\_\_\_\_ had started working here on dated (\_\_\_\_\_) and worked till dated(\_\_\_\_\_. He had served the company \_\_\_\_\_ for about one year. Until the day he joined, he had been quite responsible. To date, he has accumulated a diverse set of \_\_\_\_\_ talents and job experiences. His mind-blowing abilities include: Team Work, Managerial Skills and \_\_\_\_\_ Analytical Skills. Aside from his love and dedication, he had always been a decent and kind man who kept \_\_\_\_\_ good relationships with everyone. We are really fortunate to have such a giving individual among us. \_\_\_\_\_ We wish him all the luck for his future endeavors. \_\_\_\_\_ Authorized Signatory \_\_\_\_\_ Signature with company's seal \_\_\_\_\_ Click here to learn about: Appointment Letter Format + 15 Sample \_\_\_\_\_ Difference between Experience Letter and Relieving Letter In a relieving letter, the HR department confirms to the employee that the company accepts the resignation letter and notes the last day of employment, on the other hand, an experience certificate is a letter that states that the holder of the letter has worked for a specific organization/company for a specific period of time. It is issued to employees by their employers and is required by employers when they offer new employment as verification of previous work experience. The employer issues this letter to an employee on the final working day of the month or following receipt of a request for the same. This paper should be printed on the firm letterhead where the person previously worked. It must be signed by the company's authorized representative, which is the HR manager. Uses and Needs of Experience Letter The work experience certificate letter is a formal and official letter written on the Company's Letter head and must be issued and given by the employer to their employee at the time of relieving an employee. In case if an employee resigns from the services, he can request for Experience Certificate and relieving letter from his employer or his manager. Experience letter is used by the employer, when they recruit any employee. Experience letter is used as a record by the HR department as an evidence of the employee's previous experience. Experience letter is also asked from an employee before he/she joins the company to see whether the exit interview and its procedure was smooth or not. If due to some reason the employee has not got the experience letter, HR needs to dig deep into the reason of "why" Experience letter also works as a supporting document to justify what the employee is saying about the previous employment. Experience Letter is used to know about the role and position of the employee in the previous company. Sample Format of Experience Letter (sent by previous employer to verify employment) Company Letterhead Name Address City Phone number: Mail: Date: dd/mm/year Dear employer, This is to inform you that >Employee's name< was posted as >Designation< in the >company Name< from >starting date< to >last date<. He/she had given >number of years< of his service to the company.

**Sample of the Experience Letter:**

Date: \_\_\_\_\_

Hansen Ice Cream  
ABC  
Address: \_\_\_\_\_

**To whom it may concern:**

I hereby verify that Michelle P. Rivera has been working in our organization from the period of July 12th, 2004 to November 18th, 2009. While employed with Hansen Ice Cream, her responsibilities have included interacting with our clients and providing them with information on the steel products we distribute. She has done a fantastic job completing these tasks, and she has always been on time and professional during his tenure here.

She left us on November 18th, 2009 to pursue further education, and is now back looking for a job. We would rehire her, but she is looking for something different than what we can offer.

We wish her every success in life.

Sincerely,  
XYZ  
Managing Director  
Company Name

He is a dedicated worker. He carried out all of his obligations and responsibilities in a dignified manner. He is constantly up for new challenges, and he has delivered great outcomes in the majority of his projects. His actions are responsible for our company's major accolades. He is constantly eager to acquire new talents and swiftly apply them. We wish him the best of luck for his future. Sincerely, XYZ Company Authorized Signatory Signature with company's seal Conclusion For an employee, all the documents from the day first are important, whether it is an offer letter / letter of intent or whether it is an exit document like an experience letter and relieving letter. Thus, the HRM Department has the responsibility to provide all the necessary documents to the employee. The information about the experience letter in this article will help the employee, company and the HR department to know about how to prepare experience certificate and what all points to keep in mind while making this kind of letter. Find 10+ Sample Template to learn about Format of Experienc Certificate Letter - All are free to download modal in PDF & Doc.: Know more about various : Ways to write Address Proof letter An experience letter is a document that provides proof of employment for employees. Whether an employee wants a career change or a job switch, the employer must provide an experience letter that certifies their association with the company. This article details the meaning, format, and examples of an experience letter. What is an experience letter? An experience letter is an official document issued by an employer to the employee. This document is proof of the employment of an individual with the organisation. It states the duration for which the individual was employed with the company, assigned roles, skills learnt on the job and a review of the employee's overall performance. The HR of the organisation generally shares the experience letter. The HR manager must collect information from the reporting manager before writing the letter. Details required in experience letter Given below are some important components of an experience letter format: Job Role - The experience letter should clearly state the job role in which the individual was employed. For example, if someone worked as a software engineer in a company for 3 years, it should be mentioned in the experience letter. Date of joining or Starting Work - The date of joining is an important component of the job experience letter. It acts as proof of the duration for which the individual was employed with the organisation. Skills and Experience gained - It should specify the work the employee does and the skills they gained on the job. It should also certify any company-funded certifications that the employee received. Date of Resignation - The date of resignation is also an important component that specifies the duration of employment. Date of issuing the letter - The letter should also include the date of issuance. How to write a work experience letter?



Specimen Format for Experience Certificate to Contract Teachers Under SSA

(On the letter pad of the school)

F.No.

Date:

Experience Certificate

Certified that Sh./Ms. (\_\_\_\_Name of the teacher \_\_\_\_ ) S/o, D/o (\_\_\_\_Name of Father\_\_\_\_),  
Resident of (\_\_\_\_Address of Teacher\_\_\_\_) was engaged on contract basis under SSA in the Capacity  
of Assistant Teacher /TGT (\_\_\_\_Subject\_\_\_\_) from \_\_\_\_\_ to \_\_\_\_\_ on the terms and conditions  
mentioned in the appointment/Contractual agreement letter No. \_\_\_\_\_ Dated \_\_\_\_\_.  
The contractual appointment was for a fixed tenure as per agreement signed by the candidate.  
The certificate is issued on the request of Sh./Ms.\_\_\_\_\_.

(Countersigned)  
Education Officer of DDE  
District/Zone \_\_\_\_\_  
Signature  
Seal of HOS

Writing an honest experience letter for an employee is essential for the employer. Given below are a few points that you should keep in mind while writing a job experience letter – Be Professional – Make sure you stay professional throughout the experience letter, as it establishes your authority as an employer. Write on your business letterhead – Use your official letterhead to write the experience letter. Include a date, title, designation and company name in the letter. Include the employee details – Include all the relevant details, such as employee name, designation, employment period, job role, skills earned and employer’s feedback. Experience letter template [Company Name] [Company Address] 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 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] Download Experience Letter in Word for Free Download Experience Letter in PDF for Free Experience letter sample ABC Ltd. Company Hosur Rd, Bengaluru, Karnataka 560030 June 18, 2022 Experience Letter Mr. Rahul Patodia, It is to certify that Mr. Rahul Patodia was employed as a Senior Finance manager in the Finance department of ABC Ltd. from June 18, 2019, to June 12, 2022. Mr. Rahul has exemplary skills in his field and has knowledge of financial software like Python. Being a Chartered Accountant, he is very attentive to details. He has shown due diligence and commitment towards his work throughout his work tenure. He was responsible for heading the finance department. His far-sighted decisions helped in the company’s growth. He is a soft-spoken and composed individual, works well under pressure and treats his subordinates well. We are sure his passion and dedication will help him excel in whatever he chooses to do next in their life. He has shown a high level of commitment throughout his time with our company. We wish Mr. Rahul all the best for their future. Sincerely, Shruti Singhania HR Manager ABC Ltd. This article must have helped you understand an experience letter and how to write one.

Experience Letter Example

Date: 28th January 2021

TO WHOM IT MAY CONCERN

This is to certify that Ms. Geethanjali worked in our organization ABC Company from 1st December 2017 to 28th November 2019. During her tenure, we found him hardworking and sincere. She fulfilled all the work responsibilities on time. We wish her good luck in her future endeavors.

With Regards,  
Shailendra  
ABC Company  
Sector - 101  
Noida

But writing an experience letter manually every time an employee resigns can be quite burdensome. Generate multiple letters in a click with RazorpayX Payroll RazorpayX Payroll is an HR and payroll software that helps businesses retrieve customisable templates for multiple HR letters such as offer letter, relieving letter, and more. You can also create your own letter and format it. Other features of RazorpayX Payroll include CTC Calculator & salary preview tool Automatic generation of HR letters Leave and attendance management system Automated compliance calculation & filings such as PF, PT, TDS & ESIC Automatic employee salary calculation and disbursement into bank accounts Start Your Forever Free plan Now [Read how Zo World Reduced Its Payroll & Reimbursement Timelines by 75% with RazorpayX Payroll] FAQs The employer issues an experience letter at the time when an employee leaves the company or switches jobs.

Experience Letter for PERM

To Whomsoever It May Concern

Respected Sir/Madam,

This letter is written to verify that Ms/Mr. (Name of the employee) was working with us (company name) from (joining date) to (last working date) as a (designation). The list of roles and responsibilities assigned to her/him during the tenure are as follows:

(List of roles and duties)

We also certify that (name of the employee) is a sincere, hardworking and honest person. He/she will certainly prove to be a great employee for your organization.

Please feel to contact us if you have any queries.

Sincerely,

Signature of the authorized person

Name & Designation of the authorized person

Stamp or seal of the organization

Organization Name

Address



This letter certifies the employee's duration associated with the organisation and the skills and experiences they gained on the job. Yes, both are different. While an experience letter is a testament to the period of time an employee worked with the company, a recommendation letter explicitly states all the skills they have and that they would be happy to recommend them to future employers. While it is not important to include salary amount in an experience letter, it is a good practice as it gives the future employer an idea about the employee's pay scale at your organisation.