

Experience Confirmation Letter

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter is to confirm that [Applicant's Name] was employed with [Company Name] from [Start Date] to [End Date] as a [Job Title].

During their time with us, [he/she/they] demonstrated [mention key responsibilities, skills, and contributions]. We were impressed with [his/her/their] ability to [specific achievement or characteristic].

If you require any further information regarding [Applicant's Name]'s employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]