**Experience letter template**

Below is the format of experience letter

Date of issuance:

To whom it may Concern:

This letter approves that [employees name] was working in the role of [Employee designation] with [organization name] during the period [starting date] and [Ending date].  
During his/her time with [Organization], [Employee's name] has stayed devoted and loyal to his/her responsibilities. His/her responsibilities included [list roles and responsibilities]. He/she has done an amazing job while in this time duration. [Employees name] has maintained a professional behavior and dress code while with our organization.

The decision to end his/her employment with our company is entirely his/her own. We wish him/her all the best in his/her future efforts.

Please contact us for any additional information.

Sincerely,

[Signature]

[Name printed]

[Signatory’s designation]

[Company's seal]

[Name and address of the organization]

**Sample experience letter**

Below is the complete sample of experience letter.

Date of issuance: January 18, 2021

To whom it may Concern:

This letter approves that Richard Roll was working in the role of sales supervisor with sunway pharmaceuticals during the period January 20, 2018 to January 15, 2021.  
During his time with Sunway pharmaceuticals, Richard has stayed devoted and loyal to his responsibilities. His responsibilities included tracking the progress of sales, looking for the customer’s demands, guiding his team for best input and assisting them when needed. He has done an amazing job while in this time duration. Richard has maintained a professional behavior and dress code while with our organization.

The decision to end his employment with our company is entirely his own decision. We wish him all the best in his future efforts.

Please contact us for any additional information.

Sincerely,

Stephen Roy (signature)  
Stephen Roy (printed name)

General Manager

Sunway pharmaceuticals, sunway limited

[Name printed]

[Signatory’s designation]

[Company's seal]