Template from www.lineupx.com/hr-letters/experience-certificate-format. Replace every highlighted [field], keep the version you need and delete the rest. This is a template, not legal advice: check the final wording against your company policy and with your HR or legal adviser.

Version 1: Standard experience certificate. Use this for a former employee who held one designation; delete the conduct line if your policy is to state facts only.

[Company name]
[Company address]

EXPERIENCE CERTIFICATE

Ref. No.: [Reference number]
Date of issue: [Date of issue]

This is to certify that [Mr./Ms.] [Employee's full name] (Employee ID: [Employee ID]) was employed with [Company name] as [Last designation] in the [Department] department.

Date of joining: [Date of joining]
Last working day: [Last working day]
Nature of employment: [full-time permanent/full-time fixed-term/part-time]
Place of work: [office city]

[His/Her/Their] duties included [Duties, in one line].

During the period of employment, [his/her/their] conduct was satisfactory.

The details above are taken from the HR records of the company. This certificate is issued at the employee's request as a record of employment. A reader can verify its details with the HR department at [HR contact email], quoting the reference number above.

For [Company name]

[Signatory's name]
[Signatory's title]
[Company seal, if your company uses one]

Version 2: Certificate with promotions or transfers. Use this when the employee held two or more designations, and add a numbered line for each, in date order.

[Company name]
[Company address]

EXPERIENCE CERTIFICATE

Ref. No.: [Reference number]
Date of issue: [Date of issue]

This is to certify that [Mr./Ms.] [Employee's full name] (Employee ID: [Employee ID]) was employed with [Company name] from [Date of joining] to [Last working day] and held the following designations during that period.

1. [First designation], [department], from [Date of joining] to [last date in first role]
2. [Last designation], [Department], from [effective date of promotion or transfer] to [Last working day]

The change from the first designation to the second was a [promotion/transfer/change of role]. [His/Her/Their] duties in the last designation included [Duties, in one line].

The last working day was [Last working day]. The details above are taken from the HR records of the company.

This certificate is issued at the request of the employee. To verify any detail, please write to [HR contact email] and quote the reference number given above.

For [Company name]

[Signatory's name]
[Signatory's title]
[Company seal, if your company uses one]

Version 3: Certificate for a current employee. Use this when an employee who is still on your rolls needs proof of service for a visa, a loan or an admission.

[Company name]
[Company address]

EXPERIENCE CERTIFICATE (CURRENT EMPLOYMENT)

Ref. No.: [Reference number]
Date of issue: [Date of issue]

This is to certify that [Mr./Ms.] [Employee's full name] (Employee ID: [Employee ID]) has been employed with [Company name] since [Date of joining] and currently works as [Last designation] in the [Department] department.

[His/Her/Their] employment is continuing as on the date of this certificate.
Nature of employment: [full-time permanent/full-time fixed-term/part-time]
Pay details: [Insert payroll-verified salary and benefits in the format requested; delete this line if not requested.]
Place of work: [city and office address]

[His/Her/Their] duties include [Duties, in one line].

This certificate is issued at the request of the employee for [a visa application/a loan application/an admission application]. It records the position on the date of issue only. To verify it, please write to [HR contact email] and quote the reference number above.

For [Company name]

[Signatory's name]
[Signatory's title]
[Company seal, if your company uses one]

Version 4: Detailed certificate for visa or study use. Use this when the requester wants more than dates, such as working hours, pay details, a duties list and a verification contact.

[Company name]
[Company address]

EXPERIENCE CERTIFICATE

Ref. No.: [Reference number]
Date of issue: [Date of issue]

This is to certify that [Mr./Ms.] [Employee's full name] (Employee ID: [Employee ID]) was employed with [Company name] from [Date of joining] to [Last working day]. The last position held was [Last designation] in the [Department] department. [If earlier positions were held, list each designation, department and its start and end dates below.]

Employment status: [full-time permanent/full-time fixed-term]
Working hours: [number] hours a week
Pay details: [Insert payroll-verified salary and benefits in the format requested; delete this line if not requested.]
Place of work: [city and office address]
Reason for leaving: [resignation/end of fixed term; delete this line unless the requester asks for it]

Main duties in the last position:
1. [Duties, in one line]
2. [Second duty, in one line]
3. [Third duty, in one line]

This certificate is issued at the request of the employee for [a visa application/an admission application/an application to an overseas employer]. For verification, please contact the HR team at [HR contact email] or [HR phone number], quoting the reference number above.

For [Company name]

[Signatory's name]
[Signatory's title]
[Company seal, if your company uses one]