

Template from www.lineupx.com/hr-letters/experience-letter-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 letter. Use this when an employee resigned, served the notice period and left on normal terms.

[Company name]

[Company address]

Ref: [Reference number]

Date: [Date of issue]

To whom it may concern

Subject: Experience letter for [Employee's full name]

This letter confirms that [Employee's full name] worked with [Company name] from [Joining date] to [Last working day] and last held the position of [Last designation] in the [Department] department. [He/She/They] resigned and left after serving the notice period.

In this role, [he/she/they] worked on [Main duties, in one line]. We found [his/her/their] conduct good throughout the employment.

The employment was [full-time and permanent/full-time on a fixed term/part-time]. The relieving letter dated [date of relieving letter] records the exit.

We thank [Employee's full name] for the work done here and wish [him/her/them] well in the next role.

This letter is issued at the request of the employee. Please direct any verification request to [HR contact email], with the reference number above.

Yours faithfully,

[Signatory's name]

[Signatory's title]

[Company name]

Version 2: Experience letter with a performance note. Use this when the employee asks for a stronger reference and you can back every line with a review, a project or a manager's note.

[Company name]

[Company address]

Ref: [Reference number]

Date: [Date of issue]

To whom it may concern

Subject: Experience letter and performance note, [Employee's full name]

[Employee's full name] was employed with [Company name] from [Joining date] to [Last working day].
[He/She/They] last held the position of [Last designation] in the [Department] department, reporting to the [title of the reporting manager].

Role: [He/She/They] worked on [Main duties, in one line].

Contribution: [Employee's full name] [One contribution you can vouch for (starts with a verb)].

Skills and tools: [two or three that the work required].

Conduct: [Add a conduct assessment that the records support, or delete this paragraph.]

These lines reflect the department's review records and the view of [his/her/their] reporting manager. We wish [Employee's full name] every success.

This letter is issued at the request of the employee. For confirmation of any detail, please contact the HR team at [HR contact email], quoting the reference number above.

Yours faithfully,

[Signatory's name]

[Signatory's title]

[Company name]

Version 3: Short factual letter. Use this when the employee was terminated, the exit is still contested, or your policy is to confirm only the role and the dates.

[Company name]

[Company address]

Ref: [Reference number]

Date: [Date of issue]

To whom it may concern

Subject: Employment details of [Employee's full name]

This letter gives the employment details of [Employee's full name] as held in the HR and payroll records of [Company name] on the date of this letter. It is issued so that the employee can confirm the period and the role to others.

[Employee's full name] (Employee ID: [employee ID]) worked with [Company name] from [Joining date] to [Last working day] and last held the position of [Last designation] in the [Department] department, at our [city] office, reporting to the [title of the reporting manager]. The employment was [full-time and permanent/full-time on a fixed term/part-time].

This letter states these details only and is issued at the request of the employee. Any further enquiry should be sent in writing to [HR contact email], quoting the reference number above.

Yours faithfully,

[Signatory's name]

[Signatory's title]

[Company name]

Version 4: Fixed-term contract or trainee letter. Use this for a fixed-term employee or a graduate trainee on your payroll whose term has ended; interns get an internship certificate instead.

[Company name]

[Company address]

Ref: [Reference number]

Date: [Date of issue]

To whom it may concern

Subject: Experience letter for [Employee's full name], [fixed-term contract/graduate trainee programme]

[Employee's full name] worked with [Company name] under a [fixed-term contract/graduate trainee programme] from [Joining date] to [Last working day] and last held the position of [Last designation] in the [Department] department. The engagement ended when the agreed term was completed.

During the term, [he/she/they] [worked on/trained in] [Main duties, in one line]. [He/She/They] completed the assignments given by the department and took part in its regular reviews.

[His/Her/Their] conduct during the term was good. We wish [him/her/them] well in [his/her/their] career.

This letter is issued at the request of the employee. Please write to [HR contact email] to verify it, quoting the reference number above.

Yours faithfully,

[Signatory's name]

[Signatory's title]

[Company name]