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by Amber Rolfe Looking to gain some work experience?No matter what your situation, a well-written work experience letter could make all the difference when it comes to being considered for your ideal placement, not to mention help you to stand out from a number of other applicants.But how do you ask for it, and what do you need to include? We've already covered what you need to know about work experience placements, but here's our free work experience letter template, to help you get started: Download Work Experience Letter TemplateWhat is a work experience letter?A work experience letter is something you attach on your application for work experience, to let a company know you're interested in finding a placement with them.It's similar to a cover letter, although it will tend to focus more on your skills and education, rather than your previous experience (although it is possible to find work experience later on in your career).What should a work experience letter include? Although your work experience letter will always be unique to you and your situation, you should generally try to include the following:Who you are/What kind of role you're looking for/Your overall career goals (and why this position would help your skills (or previous experience, if you have any)/Why you'd be suitable for the role/If you're further along in your career, you may also want to include a copy of your CV/Internship and apprenticeship applications work slightly differently, so if you're interested in these opportunities, our internship and apprenticeship section should help get started.Free CV template/CSV examples and samples/Opening the letter/Cover: Who are you, and what are you looking for?In other words, covering the basics. This section should be short, to the point, and most importantly - accurate.Always double-check to make sure you've got the right address and name, and don't forget to edit it for each organisation you send your letter to. Because (unsurprisingly), work experience letters addressed to the wrong person won't impress any employer.And, as work experience placements are rarely formally advertised, it'll be up to you to make your own offer. So also give the employer a brief outline of who you are, what you're doing (e.g. at school, university, or working), and explain what you're looking for.Example: I am a Year 10 student from Secondary School, studying GCSEs in Maths, English, and Science, alongside my chosen subjects of Textiles, Graphics, Geography, and Art. I'd like to enquire about a potential work experience placement at Company Name LTD which I will be available to carry out for two weeks, from Date X-Date Y. Third paragraph Cover: What are your career goals?This section should express a genuine interest for your chosen company and field of work, which should coincide with your career goals and ambitions.And, as it's likely that many local organisations receive a large number of work experience requests, you'll need to place emphasis on your enthusiasm if you want to land your perfect placement.To really stand out, show you've done your research, and express an interest in the company's recent developments and successes.Whether the organisation has recently launched a marketing campaign you support, you're a big fan of their products or services, or you have a keen interest in the brand and what they stand for - expressing why you want to work for a particular organisation will help boost your chances of being considered.Example: I'm keen on gaining some practical experience in a creative environment, as this is the field I'm looking to pursue a career in in the future. I'm particularly interested in working for Fashion Retail Company LTD - being an avid fan of your products (having used many of them myself). I also feel you provide excellent service and the atmosphere is positive and welcoming whenever I visit the store. Fourth/fifth paragraphCover: Why are you suitable for the placement?This is your chance to sell yourself.List all of your relevant skills, and think of a real-life example to back each of them up. The examples can be from any area of your life (work, school, university), but it's important that they accurately quantify your skills.Then, consider your hobbies and interests, and assess what value they could add to your application. Are they related to the placement? Do they demonstrate any of the above skills? And are they unique enough to gain a positive reaction?Example: I'm a motivated hard worker, with a creative mind and an excellent attention to detail. This can be shown in my most recent assignments for Textiles and Graphics, where I used both creativity and attention to functionality to create an children's dress and an interactive board game - achieving an A* for each. In my spare time, I volunteer at a local dance group, where I help to look after 10 children alongside a qualified dance teacher. This demonstrates my leadership skills, and ability to work well with others. Closing the letterCover: Everything again (AKA Reiterate)Close the letter by summing up your suitability and interest in the field, and always express your gratitude for their consideration.After all, an employer isn't obligated to give anyone a work experience placement. You may be helping them out by offering to work, but they're doing you a favour too - especially if gaining experience in the field you're looking for work in will help with your overall career goals.Keep this section short (one or two lines max), and abide by the standard letter rules when you sign off (yours sincerely if you know their name, yours faithfully if you don't).Example: As an enthusiastic student with a keen interest in what your organisation does, alongside an ability to learn new things and progress in this industry, I would be very grateful to be considered for an opportunity at Retail Fashion Company LTD. I look forward to hearing from you soon.Yours sincerely, [Your name]Ready to love Mondays? View all of our current vacancies now. Sign up for more Career Advice To (Whom It May Concern) This is to certify that [Employee Name] was employed with [Company Name] as an IT Specialist from [Start Date] to [End Date]. During this period, they excelled in managing IT infrastructure, troubleshooting technical issues, and ensuring seamless system operations. They were instrumental in implementing innovative solutions and maintaining data security protocols. Their technical expertise, problem-solving skills, and commitment to excellence significantly contributed to the organization's success. We wish them the very best in their future endeavours. Sincerely, [Your Name] [Designation] [Company Name] 2. Experience Letter for the Developers and Coder Experience Letter [Company Name] [Company Address] [City, State, ZIP Code] [Date] To Whom It May Concern, This is to certify that [Employee Name] was employed with [Company Name] as a [Developer/Coder] from [Start Date] to [End Date]. During this time, they played a key role in designing, developing, and maintaining software applications. They demonstrated proficiency in programming languages such as [list languages, e.g., Python, Java, C++] and frameworks like [e.g., Angular, React, Django]. [Employee Name] was responsible for coding, debugging, and optimizing applications, ensuring performance, scalability, and security. They collaborated closely with cross-functional teams to deliver high-quality software solutions and adhered to Agile methodologies for efficient project delivery. They were also skilled in database management using [e.g., MySQL, MongoDB] and version control systems like [e.g., Git]. Their problem-solving abilities, attention to detail, and commitment to excellence made them a valued team member. We wish them success in their future endeavours. Sincerely, [Your Name] [Designation] [Company Name] 3. Experience Letter for the Teachers and Professors Experience Letter [Company Name] [Company Address] [City, State, ZIP Code] [Date] To Whom It May Concern, This is to certify that [Employee Name] was employed as a [Professor/Teacher] at [Institution Name] from [Start Date] to [End Date]. During their tenure, they taught [subjects/courses] to [specific grades or levels] and significantly built academic excellence and holistic development among students. [Employee Name] prepared and delivered engaging lessons, designed curriculum plans, and evaluated student performance through assessments and assignments. Her style of teaching and persistence while taking classes are brilliant. Besides, her knowledge and specific teaching methods or use of different teaching tools, e.g., project-based learning systems and technology, ensure an inclusive and interactive learning environment. Additionally, they mentored students, organized extracurricular activities, and contributed to institutional development initiatives. Their dedication to education, ability to inspire students, and collaborative approach with colleagues were exemplary. We wish them success in their future endeavours. Sincerely, [Your Name] [Designation] [Institution Name] 4. Experience Letter Sales-Professionals Experience Letter [Company Name] [Company Address] [City, State, ZIP Code] [Date] To Whom It May Concern, This is to certify that [Employee Name] was employed as a Sales and Business Development Manager at [Company Name] from [Start Date] to [End Date]. During their tenure, they were pivotal in driving business growth and meeting organizational goals through their exceptional sales and strategic planning skills. Here are the highlighted responsibilities as follows. Successfully identified and onboarded over 100 clients per quarter while maintaining strong relationships with existing customers. Conducted in-depth market analysis to identify emerging trends, competitors, and opportunities for business expansion. Developed and implemented sales plans that achieved and surpassed quarterly and annual revenue targets. Worked closely with marketing, product, and customer service teams to create customized client solutions. Efficiently utilized tools like [CRM tools, e.g., Salesforce] to track sales metrics, analyze pipelines, and optimize sales cycles. Led contract negotiations with prospective clients to close high-value deals and ensure mutually beneficial outcomes. Her dedication to excellence, strong interpersonal skills, and high-quality design aligned with the company's goals and target audience. Their ability to translate ideas into impactful visual content, meet tight deadlines, and maintain quality standards was commendable. We wish them success in their creative journey. Sincerely, [Your Name] [Designation] [Company Name] 5. Experience Letter for Gig Workers or Consultants Experience Letter [Company Name] [Company Address] [City, State, ZIP Code] [Date] To Whom It May Concern, This is to certify that [Employee Name] was employed as a Marketing Professional at [Company Name] from [Start Date] to [End Date]. During their tenure, they displayed exceptional creativity, strategic thinking, and a results-driven approach to managing the organization's marketing efforts. Here are the highlighted responsibilities he performed. Designed, executed, and monitored marketing campaigns across digital and traditional channels, ensuring alignment with company objectives. Played a key role in enhancing brand identity and visibility through innovative strategies and consistent messaging. Supervised the creation of engaging content for social media, websites, email marketing, and advertising materials. Conducted in-depth research to identify customer preferences, market trends, and competitors, translating insights into actionable strategies. Measured campaign effectiveness using tools like [e.g., Google Analytics, HubSpot] and optimized strategies to maximize ROI. Worked closely with sales, design, and product teams to ensure cohesive and impactful marketing initiatives. He also demonstrated excellent communication skills, a proactive attitude, and the ability to deliver measurable results under tight deadlines. Their contributions significantly boosted the company's market presence and customer engagement. We wish them all the best in their future endeavours. Sincerely, [Your Name] [Designation] [Company Name] 6. Experience Letter for Designers or Graphic experts Experience Letter [Company Name] [Company Address] [City, State, ZIP Code] [Date] To Whom It May Concern, This is to certify that [Employee Name] was employed as a Creative and Design Specialist at [Company Name] from [Start Date] to [End Date]. During their tenure, they consistently demonstrated exceptional creativity and design expertise. [Employee Name] was responsible for developing innovative visual concepts, creating branding materials, and ensuring design consistency across all platforms. They skillfully used tools like [e.g., Adobe Creative Suite, Figma] to produce high-quality designs aligned with the company's goals and target audience. Their ability to translate ideas into impactful visual content, meet tight deadlines, and maintain quality standards was commendable. We wish them success in their creative journey. Sincerely, [Your Name] [Designation] [Company Name] 7. Experience Letter for HR Professionals Experience Letter [Company Name] [Company Address] [City, State, ZIP Code] [Date] To Whom It May Concern, This is to certify that [Employee Name] collaborated with [Company Name] as a [Role, e.g., Freelance Consultant, Content Specialist, etc.] on a project basis from [Start Date] to [End Date]. During this engagement, they contributed significantly to the successful execution of key initiatives with their expertise and dedication. As a [reg no] or [Name] was responsible for [specific tasks or contributions, e.g., developing strategic marketing plans, delivering high-quality content, managing data analytics], meeting deadlines with precision, and ensuring results aligned with our organizational goals. Their ability to adapt quickly, work independently, and deliver innovative solutions was exemplary. The quality of their work, collaborative approach, and professionalism added substantial value to our projects. We sincerely appreciate their contributions and recommend them for any future endeavours. Sincerely, [Your Name] [Designation] [Company Name] 8. Experience letter for Interns Experience Letter Company Name [Company Address] [City, State, ZIP Code] [Date] To Whom It May Concern, This is to certify that [Intern's Name] completed their internship with [Company Name] from [Start Date] to [End Date] as a [Role, e.g., Marketing Intern, Software Intern]. During their tenure, they actively contributed to [specific tasks/projects, e.g., market research, software development, content creation] and demonstrated enthusiasm, learning ability, and a strong work ethic. Their ability to adapt quickly and deliver quality work under supervision was commendable. We appreciate their dedication and recommend them for any future opportunities. Sincerely, [Your Name] [Designation] [Company Name] What is included in an Experience Letter? Since you would not be sharing the experience letter via the ESS portal, you would be thinking what should be included in it? Let's see: An experience letter should consist of the following key components, → Company Letterhead First, the company letterhead should be drafted accurately in the left upper corner. The name of the company and its address should be mentioned clearly to ensure authenticity. Let's take an example, Company Name: Pocket smart tech Pvt Ltd Address: 301, 3rd Floor, B wing, Everest Nirva Infotech Park, MIDC Main Rd, Indira Nagar, Turbhe, Navi Mumbai, Maharashtra 400705 → Date of Issue Then, write the date the letter is issued to the employees. Every employee should remember that they should receive the letter on the same day it is drafted. This will enhance the company's legitimacy, build employee trust, and improve branding. → Highlight Employee Details In this section, employers must input the employee's full name, designation, identification number, department, etc., drafting the employee's details helps maintain transparency. Employers can write it the following way. This is to certify that Mr Ritika Sharma, Employee ID OG34567, Department of Sales and Marketing, was employed by XYZ Pvt. Ltd., → Mention the Tenure of Employment Specify the employee's working tenure in detail so that employees can provide precise information about the previous company's starting and ending dates to their future employers. While crafting the letter, employers can write it down the following, 'This is to certify that [Employee Name], son/daughter of [Parent's Name], was employed with [Company Name] from [Start Date] to [End Date], serving as a [Designation] in the [Department Name].' → Draft Roles and Responsibilities After mentioning the working tenure, employers should clearly outline the employee roles and responsibilities to maintain their authenticity and help the employees prove themselves to future employers. → Highlight Employee Performance Clearly Besides mentioning the employees' roles and responsibilities, it is also essential to state their performance clearly so that future employers can go through it and select them for the right domain. The letter content should be like this, During his tenure, (name of the employee) was responsible for developing and managing enterprise-level applications, collaborating with cross-functional teams, and leading software upgrades to ensure efficiency. → Gratitude and Best Wishes Expressing gratitude and best wishes can be an extra add-on, making employees feel good and valued while departing. Employers can add a positive closing note expressing gratitude for the employee's contributions during the entire working tenure. → Authorized Signature The authorized signature of the dedicated person enhances the company's authenticity and improves the brand image. While inputting the signature, it is essential to remember that the person's signature should be proper, and the name of the person whose signature would be there must hold the dedicated position. → Company Seal/Logo For additional authenticity, companies should include their official seal or logo. It improves the company branding also. How to Write an Experience Letter: Key Elements to Include What is included in the letter, and what is not already discussed in the previous section? In this section, we will discuss the key elements that must be included in the email content so that employers can maintain their company authenticity and branding in the future and, conversely, employees feel valued and identified when leaving. Draft with a Professional Tone Describe Employee's Work Ethics End with a Positive Note 1. Draft with a Professional Tone Employers should draft the experience letter professionally. Sometimes, in case of forced resignation, management drafts it a bit personally, on the other hand, frequently, in case of favoritism, it is crafted emotionally. Hence, following a professional tone throughout the content is essential, positively maintaining company authenticity and branding. 2. Describe Employee's Work Ethics While drafting the experience letter, employers should adequately explain the employee's work ethic and tenure so that the employee does not have to face any work-related issues in the future company yet can also maintain an identity of good ethics from their previous workplace. Employers can include the work ethic, skills, job role, core strengths, knowledge, and performance in the letter. Let's take an example, Shakshi's responsibilities included crafting a monthly calendar, writing blogs and social media content, handling SEO and maintenance, and coordinating team members and higher authorities for the smooth execution of campaigns and meeting deadlines. 3. End with a Positive Note A work experience letter should include a positive statement at the end of the note. You can add warm wishes and wish them luck in the future. A positive note like a thank you statement helps the employees feel valued and identified while departing from the workplace. Importance of Drafting an Experience Letter for Employees Drafting an experience letter and customizing it every time based on employee experience, expertise, and excellence is tricky. Employers often use copy-paste techniques but generic content for every employee, irrespective of their domain specialization—resulting in validation of an employee's journey hampers. → Formal Proof of Employment An experience letter is a formal document that certifies an employee's tenure, roles, and responsibilities. It ensures employees acknowledge their job titles, roles, services, responsibilities, etc. Hence, employers get a detailed overview of employees' work expertise, and it also helps employees promote themselves better in the future workplace. → Facilitates Career Growth An experience letter is a vital document that ensures an employee's career progression. It validates their work experience and demonstrates their expertise in specific areas. Potential employers, educational institutions, or certifying bodies often require this document to assess candidates' suitability for advanced roles, promotions, or further studies. → Highlights Employee Contributions An experience letter carries employees' contributions and goodwill and leaves a lasting positive impression, even after the employee has departed. Hence, employees feel valued when joining their new offices. Moreover, the new company get a validation of the employee's work experience and contribution to the previous company. This information allows future employers to evaluate the employee's capabilities and how they align with the requirements of a new job. → Maintain Professionalism An experience letter ensures employee professionalism throughout their entire working tenure. It carries evidence of professional conduct, work ethic, and achievements. For a person, an experience letter is considered a testament to one's reliability and commitment and opens up opportunities. → Strengthens Employer Branding Issuing experience letters for each employee separately reflects the organization's professionalism. After receiving a positive experience certificate, employees feel valued and appreciated when they leave, which builds the company's reputation and enhances its branding. → Maintain Legal and Ethical Responsibility Providing an experience letter is considered a legal or ethical obligation in many industries and jurisdictions. It ensures fairness and transparency in the employment process and prevents potential disputes. Failing to issue one may damage the company's reputation and credibility in the long term. FAQs on Experience Letter Format 1. Is an Experience Letter different from a Recommendation Letter? An experience letter confirms an individual's past work history and related expertise, while a recommendation letter advocates for the individual's potential for future jobs. 2. Does the Experience Letter include salary? No, an experience letter does not include salary. 3. How to apply for an Experience Certificate? To receive the experience certificate, one individual should contact the previous employer's HR department and request to send the certificates. Or you can mail by asking for the experience letter. The points should be included in an offer letter, Your full name Your job title(s) The dates you were employed Your achievements or awards Your employee ID number The reason you need the certificate You updated contact details 4. What should be included in the Experience Letter? An experience letter should include an employee's full name, job title, dates of employment, company letterhead, date of issuance, recipient's name and details, employment details, employee roles, employee performance details, reason for leaving (optional), employer's comments, future endorsement (Optional), signature and designation, official signature. 5. Why is an Experience Letter important? An experience letter is important as it is considered proof of employment. It is helpful for the career progression of future job applications. The letter highlights the employee's responsibilities and achievements and authenticates professional claims about their future progress. It also serves as formal evidence for background checks and acknowledges contributions to the previous organization. 6. Is an experience letter the same as a reference letter? An experience letter and a reference letter are not the same. An experience letter tells about the employee's history. In contrast, a reference letter provides a personal or professional overview of the individual's skills, character, and suitability for a specific job or opportunity. 7. Do I need an experience letter for every job I leave? Yes, if you want to build your career strategically by attending without glitches, it is highly recommended that you request an experience letter from the company, regardless of your position. As it is considered valuable proof of your work history, you should aim to collect it from most, if not all, of your previous employers. Summary: An experience letter is a document written by a current or past employer detailing an employee's experience in their role. An experience letter should also describe the employee's attitude and personality. When you apply for a new job, your potential employer will want to know about your past work experience. There are several avenues you can use to show your experience, including your resume, your portfolio, and an experience letter. In this article, we'll go over what experience letters are used for and how to write one, and we'll share an example experience letter to pull all our advice together. Key Takeaways An experience letter is written by your current or past employer, and it details how long you were with the company, the experience you gained there, and your positive attributes. If you're the one being asked to write an experience letter for an employee, make sure you feel comfortable explaining what they did and speaking positively about them before you agree to write it. An experience letter is helpful for backing up your claims about your skills (especially your hard skills) to hiring managers and creating a positive networking connection between you and your current or previous employer. What is an Experience Letter? An experience letter is a document written by someone who supervises you at your current or previous job. The letter explains how long you were with the company and what experiences you gained while there. A well-written experience letter confirms the details of your job application and resume. Don't be worried if you've never heard of an experience letter — they're not very common in the modern world. They're sometimes called a company experience letter or a letter of experience, but they're the same thing no matter what name they go by. If you're an employer, manager, or supervisor, an employee or former employee may request a work experience letter. Because they are so standard, this could be the first time you're encountering one, and you might not know what to write or even how to write an experience letter. Don't worry; we've included samples at the bottom for you to reference. Before looking at those, here are some important things to consider before you agree to write an experience letter: Do you know enough about what the employee does or did at the company to detail the experience they've gained while working there? Can you give specific examples of the scope of the job and the employee's involvement? Is your letter going to be positive? Are you the appropriate person to ask, are you a manager or supervisor, or just a work buddy? If you can answer yes to the above questions, then you're the right person for the job. If you think you're not the right person to ask, let the individual know as soon as possible. Maybe you can suggest who they should actually be asking. How to Write an Experience Letter If you're writing the letter, this information is going to help you narrow your focus and come up with a positive letter for the employee. If you are the employee, look through this section carefully and compare it to your letter to make sure that nothing was missed. An even better tip for employees: You can create a rough outline of the specific skills you'd like to see highlighted. This will help you target your future job and will make it easier for your boss to write your letter of experience. Be professional. The most important thing in an experience letter is that you are professional through and through. This goes in someone else's work portfolio, and your authority as a work supervisor is crucial. Use business letter formatting. Make sure you're formatting the letter for business. That means you'll use work letterhead, include a date, the company name, your name, title, a salutation, the body of the letter, and close with a signature. The body. It's the body of the letter that can be the most difficult part to write. The rest is just filling in information. Use this as a guideline. Employee name Employee's date of hire Employee's title — If there were title changes, include them as well as the dates the changes went into effect. Describe the different positions the employee held and the duties they performed. If there was an area where they excelled, explain that in detail. Describe the employee, their attitude, personality, willingness to learn, leadership qualities, etc. Just remember to focus on the positives. Finally, write a positive closing. Remember the purpose of an experience letter is to give an overview of the employee's time at the company and confirm the fact that they worked there, so include any information that is necessary to accomplish that. Final Thoughts Not all letters of experience will be this thorough, and some will be much longer. It all depends on the level of experience, the detail needed to explain the position, and the person writing the letter, and the employee. For employers, a letter of experience lets potential employers know why you value this employee. It might make you realize that you're about to lose a great hire, which is a good time to take stock and decide if you need to do something to keep them. But if your company doesn't fit with their future goals or plans, then writing a letter and wishing them well is a great way to show that you appreciate their years of service. Both parties need to remember that this is a professional document. It's not a place for emotions, good or bad. It's just business. Keep the request professional, and the resulting letter should also reflect a level of business-minded acumen. References The HR Digest - Experience Letter Format, Sample, Tips & Examples Never miss an opportunity that is right for you. When an employee leaves his job either because of resignation or termination by his employer, then it would be advisable for that employee to get an experience letter from the employer. An experience letter contains a very brief summary or outline of the work areas carried out by an employee on a broad level. Sometimes, it contains brief details of one or more big achievements by the employee during his association with the company. The experience letter will also contain details on the total time period of employment along with the overall remark or impression of the employer on the behavior and conduct of the employee. An employee should try best to get the experience letter from the employer with polite requests, as the experience letter may be required in future for the immediate next employment or an employment afterwards. You can request for the experience letter to the officer who was your immediate senior /boss in the company or you can write to the HR department for issuing the same. You may request it either through an email or a physical letter as it suits you, as required by the company. The format of the communication from your side could be as follows. This is for your reference. (Name of the Boss / HR Officer): Sub: Request for issuance of an experience certificate I was working in the department of the company as a (Designation) during (Date) to (Date). As you are aware, I had resigned on (Date) for some personal reasons. I am hereby requesting you to kindly issue an 'Experience Certificate' in my favor with regard to the work carried out by me during the period of employment. I shall be grateful to your goodness if the letter is favorably written for the work, which I had diligently performed over a period of time with dedication towards the growth of the company. I am enclosing herewith a document wherein I have briefly outlined various areas of work performed by me during the employment. This is for your ready reference in drafting the experience letter. Experience letters are the most important documents for employees throughout their employment career. They are required to join in new jobs and also to get better salaries than their previous job. Recruiters will give so much value to the experience letters during the hiring process. Here are some sample work experience certificate formats which give you an idea of how an experience certificate looks and also download them in Word format. (Experience letters should be printed on company letterheads, so there is no need to write the company name in the body of the letter.) Experience Certificate for "All Employee Categories" Experience Certificate for "IT Employees" Experience Letter for "Teachers" Experience Letter for "Marketing Professionals" Experience Letter for "Hospital Staff" Experience Letter for "Doctors" Experience Letter for "Hotel Staff" Experience Certificate for "Accountants" Experience Certificate for "Human Resource Employees" Mention the place and date respectively on the top right-hand side of the letter. Put heading as "To Whom It May Concern." Start with " it is certified that " or " this is to certify that " etc. Type full name of the employee and mention his/her designation and department in which he/she worked. Mention the work period of the employee i.e. joining date and leaving date. Mention any Two to Three good qualities observed in that employee. Include his/her job responsibilities. Wish him/her all the best in their future endeavors. Print the experience letter on the company letterhead. Take the signature of the authorized person and put a company stamp on it. Employees will get them after their resignation i.e. after completing the last working date. In most cases, there is no need to write any special application or letter to get an experience letter. But if you didn't receive your experience letter at the time of leaving the company then you need to request your employer either directly or through a written application. You can send the same letter through email as well. To The HR Manager, The Company Name, Place, From Your name, Employee Id, Designation, Department, Sub: Application for Experience Letter. Dear Sir/Madam, I am writing this letter regarding my experience certificate. I have worked at your company from DD/MM/YYYY to DD/MM/YYYY. I couldn't receive my experience letter at the time of my resignation, so here I request you to kindly issue my experience letter. I shall be thankful to you in this regard. Thanking you, Sincerely, Your name. Sub: Application for [Designation] Experience Letter. Dear Sir/Madam, My name is [your name] worked at your company as/a/an [Designation] in [Department] from DD/MM/YYYY to DD/MM/YYYY. With due respect, I am requesting you to kindly issue my experience letter, which I need to submit for my new job. I hereby confirm I have left the job with proper approval and I don't have any dues. I hope you issue my experience letter soon. Thanks in advance. Regards Your name. 1. What is an experience letter? An experience letter is a formal document that consists of the employment details of the employee such as the name of the employee, designation, department of work, work tenure, and job responsibilities. Companies issue experience letters when employees leave their job. 2. Is salary mentioned in the experience letter? In general, experience letters don't consist of the employee salary details. But there is nothing wrong even if the employer mentions salary details on it. 3. How do companies verify experience? Nowadays companies are using dedicated softwares for background verification of employees, and reaming companies will do background verification calls to the previous employers. 4. Which paper is used for the experience certificate? Experience certificates are printed on letterheads which are made with thick 100 GSM bond papers. 5. What is a digital experience letter? Digital experience letters are software-generated experience letters. 6. Is the digital experience letter valid? Mostly they are not valid. Experience letters are valid only when they consist of the authorized signature and company stamp. 7. What happens if I submit a fake experience letter? You will lose your job, and companies will put you on the blacklist, so you will not be able to apply for jobs in those companies again. 8. What if I have a gap in the experience? There is nothing wrong with having gaps in the work experience. Be honest with your experience which gives you mental peace and saves you from future tensions. 9. What to do if the employer is not giving an experience letter? You can contact your respective labour department office and complain about your employer (or) send a lawyer notice. But remember to get an experience letter you have to resign properly and you must not have any pending dues from your side to the company. 10. Is experience and relieving letter are same? No, both are different. 11. Experience certificate (or) experience letter which is correct? Both are correct, you can call it as per your wish. 12. Is it mandatory to give an experience letter? Yes, it is mandatory to give experience letters to all eligible employees who leave jobs with proper approval. 13. What to do if you don't have an experience letter? Try to prove your efficiency with the answers, and tell why you didn't get an experience letter. 14. Can I get an experience letter after registration? Yes, you can get your experience letter even after your resignation as well, but don't prolong the time. 15. Is an experience letter mandatory for the green card? Yes, it is mandatory to have an experience letter for the green card. You need to get it from your previous employer. 16. Can I get an experience letter after termination? It depends on the reason why you were terminated from the company. If the reason for termination is minor then companies will give your experience letter otherwise they hesitate to give it. 17. Can I get an experience certificate while doing the job? Yes, you can get your experience while in the job as well, but the reason for issuing an experience letter will be mentioned on it and the date of leaving will also not present on it. 18. Can I use the salary slip as experience letter? No, a salary slip is acts as salary proof only, not as experience proof. 19. What to do if you lost your experience certificate? You can request your employer to issue a new experience certificate. But it is always better to keep a soft copy or scanned copy of it. 20. Will I get an experience certificate if I don't serve a notice period? No, you will not get an experience letter if you don't serve the notice period. But if you have a good relationship with your employer then they might give it to you. Also Read