**Employee Experience Letter Template #2 by** [**Big.Jobs**](https://big.jobs/)

**[Date]**

To Whom It May Concern:

The purpose of this letter is to certify that **[employee’s full name]** worked as a **[job title]** in the **[department name]** of **[company name]** from **[start date]** to **[end date]**.

While employed with **[company name]**, **[employee first name]**’s responsibilities included **[responsibilities, KPIs]**. He/She has done a fantastic job completing these tasks, and he/she has always been honest and dedicated with great interpersonal skills with the team.

We are sure that whatever they chose to do next, they will do it with the same amount of passion and drive that they showed in their many years with our company.

We certainly wish **[employee first name]** all the best in his future, and I would be happy to speak with you personally if you have any questions about their employment with **[company name]**.

Sincerely,

**[Signature]
[Your name]
[Your job title]
[Your contact details]**

***If you need assistance in hiring, book a call to get started.***

[**SCHEDULE A CALL**](http://bit.ly/3FaBJ52)