

# Accountant Experience Letter

Experience Certificate Format for Accounting and Finance Professionals

Accountant and finance professional experience letters require attention to compliance knowledge, accounting standards, and specific financial responsibilities handled. Background verification for finance roles is rigorous — letters that mention only "handled accounting work" are routinely flagged.

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[COMPANY LETTERHEAD] *Company name, logo, registered address, phone, website*

**Date:** [DD/MM/YYYY]    **Place:** [City, State]

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that [Employee Full Name] was employed with [Company Name] as [Designation — e.g., Accountant / Senior Accountant / Finance Executive / Assistant Manager - Finance] from [Joining Date] to [Last Working Date].

During this tenure, [he/she/they] was responsible for [key responsibilities — e.g., maintaining the general ledger, account reconciliations, vendor payment processing, GST return filings (GSTR-1, GSTR-3B), TDS computation and quarterly returns, financial statement preparation as per Ind AS, monthly closing of books, and supporting statutory and internal audits].

[He/She/They] worked extensively with [accounting software — e.g., Tally Prime / SAP FICO / QuickBooks / Zoho Books / Oracle NetSuite] and demonstrated a sound understanding of the Companies Act 2013, GST regulations, and applicable Indian accounting standards.

[He/She/They] consistently demonstrated precision, integrity, and reliability in handling financial information. [Notable contributions — e.g., supported the successful completion of three statutory audits with zero major observations, identified and corrected reconciliation issues recovering Rs. 14 lakh in vendor over-payments, and reduced monthly closing time by 4 days through process automation].

We wish [Employee Name] all the best for [his/her/their] future endeavours.

Sincerely,

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[Authorised Signatory's Signature]

[Full Name]

[Designation — e.g., Finance Manager / CFO]

[Company Name]

*[Company Seal / Stamp]*

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*Tip: Specify accounting software used (Tally, SAP, QuickBooks, Zoho Books) and the regulatory frameworks worked within (Companies Act, Ind AS, GST). For CA articleship roles, mention the specific clients or audit assignments handled.*

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**[collegesathi.com/blogs/experience-letter-format-sample-india](https://collegesathi.com/blogs/experience-letter-format-sample-india)**