

Administrative Staff Experience Letter

Experience Certificate Format for Administrative & Operations Roles

Administrative and operations role experience letters focus on organisational efficiency, process management, and cross-functional coordination. These letters are commonly required when applying to government roles, larger corporate organisations, or operations-heavy industries.

[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., Administrative Assistant / Office Manager / Executive Assistant / Operations Executive] from [Joining Date] to [Last Working Date].

During this tenure, [he/she/they] was responsible for [key responsibilities — e.g., calendar and travel management for senior leadership, vendor coordination and procurement, office facility management, expense reporting and reconciliation, meeting coordination, document control, and supporting cross-functional teams on administrative requirements].

[He/She/They] worked with [tools and systems — e.g., MS Office Suite, Google Workspace, SAP, Concur, Asana, and the internal ERP system] and consistently demonstrated reliability, attention to detail, and a proactive approach to handling competing priorities.

Notable contributions include [specific results — e.g., streamlining the vendor onboarding process which reduced average onboarding time from 14 days to 5 days, coordinating travel and logistics for two annual offsites with 80+ attendees, and managing office transition during the relocation to the new headquarters with zero downtime].

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

Sincerely,

[Authorised Signatory's Signature]

[Full Name]

[Designation — e.g., Office Manager / Head of Operations]

[Company Name]

[Company Seal / Stamp]

Tip: For operations roles, include scale (warehouse size, team strength, throughput managed) and operational metrics improved. For executive assistants, include the seniority level supported and scope of decision-support work.

Need the complete guide?

For request email templates, FAQs on validity, the difference between experience and relieving letters, and how experience letters work with higher education applications, visit CollegeSathi's detailed guide:

collegesathi.com/blogs/experience-letter-format-sample-india