

HR Executive Experience Letter

Experience Certificate Format for HR Executives and HR Managers

HR experience letters need to demonstrate cross-functional people management capabilities along with HR-specific technical skills. Because HR roles overlap with operations, talent acquisition, payroll, and compliance, the letter should clarify the specific scope of work handled.

[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., HR Executive / HR Manager / HR Business Partner]** from **[Joining Date]** to **[Last Working Date]**.

During this tenure, **[he/she/they]** was responsible for **[key HR responsibilities — e.g., end-to-end talent acquisition across engineering and product roles, employee onboarding and induction, performance management cycle administration, employee engagement initiatives, HR policy design and implementation, payroll coordination, and statutory compliance (PF, ESI, gratuity)]**.

[He/She/They] worked extensively with **[HRIS platforms — e.g., Darwinbox / SAP SuccessFactors / Keka / Zoho People / Workday]** and supported a workforce of **[employee count — e.g., 250+ employees across three locations]**.

Notable contributions include **[specific outcomes — e.g., reducing time-to-hire from 45 to 28 days, implementing a new performance management framework that improved engagement scores by 18%, and successfully closing 60+ positions including senior leadership hires within timeline]**.

[He/She/They] demonstrated strong interpersonal skills, sound judgement in handling sensitive employee relations matters, and a thorough understanding of Indian labour laws. We extend our best wishes for **[his/her/their]** future endeavours.

Sincerely,

[Authorised Signatory's Signature]

[Full Name]

[Designation — e.g., HR Head / Chief People Officer]

[Company Name]

[Company Seal / Stamp]

Tip: Specify the HR domain owned (recruitment, payroll, employee relations, L&D;, HRBP), employee count supported, HRIS platforms used, and any policy or process changes implemented with measurable business outcomes.

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