

Standard Employee Experience Letter

Work Experience Letter Format for Indian Employees (2026)

Use this format for full-time employees on completion of employment. It works for almost every industry and seniority level. Replace every [placeholder in square brackets] with the employee's actual details. Print on company letterhead, sign, stamp, and issue. A digitally signed PDF version is accepted by most Indian employers.

[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]**, S/o / D/o **[Parent's Name]**, was employed with **[Company Name]** as **[Designation]** from **[Joining Date]** to **[Last Working Date]**.

During this period, **[he/she/they]** was responsible for **[key responsibilities — 2 to 3 lines describing actual work handled]**.

[He/She/They] consistently demonstrated **[relevant qualities: e.g., strong analytical thinking, excellent communication, reliability under pressure, and a constructive approach to teamwork]**.

Throughout **[his/her/their]** tenure, **[Employee Name]** maintained high professional standards and contributed positively to the organisation. **[He/She/They]** leaves with our best wishes for all future endeavours.

This certificate is issued upon the request of the individual for the purpose of **[purpose, if specified — e.g., future employment / higher education / visa application]**.

Sincerely,

[Authorised Signatory's Signature]

[Full Name]

[Designation — e.g., HR Manager / Director]

[Company Name]

[Company Seal / Stamp]

Tip: Keep the responsibilities section specific to the employee's actual work. Generic phrases like "performed various duties" weaken the document during background verification.

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