

# Teacher / Faculty Experience Letter

Experience Certificate Format for Teachers and Educators in India

Teaching and faculty experience letters serve a uniquely important function in India — they are frequently required for educational board verifications, NEP-compliance documentation, and applications to government teaching roles. Generic teaching certificates often delay these processes.

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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]** served with **[School/College/University Name]** as **[Designation — e.g., PGT / TGT / PRT / Assistant Professor / Associate Professor]** from **[Joining Date]** to **[Last Working Date]**.

During this tenure, **[he/she/they]** taught **[subject(s) — e.g., Physics and Mathematics]** to **[grade levels / year groups — e.g., classes XI and XII under the CBSE curriculum / undergraduate students of B.Tech ECE]**.

**[He/She/They]** was also responsible for **[additional responsibilities — e.g., serving as Class Teacher for Grade XII-A, coordinating the school science exhibition, mentoring students for the Olympiad programme, contributing to the academic calendar, and serving on the examination committee]**.

**[He/She/They]** consistently demonstrated subject mastery, strong classroom management, commitment to student outcomes, and a collaborative approach with fellow faculty and the school administration. **[Notable contributions — e.g., students under [his/her/their] guidance maintained a 100% pass rate in board examinations with 35% scoring distinctions, and three students qualified for the national-level Science Olympiad]**.

We wish **[Employee Name]** the very best for **[his/her/their]** continued contribution to education.

Sincerely,

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**[Authorised Signatory's Signature]**

[Full Name]

[Designation — e.g., Principal / Head of Department / Dean]

[Company Name]

*[Company Seal / Stamp]*

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*Tip: Mention subjects taught, grade/class levels handled, board (CBSE, ICSE, State Board, IB), student strength, and additional responsibilities (class teacher, examiner, curriculum coordinator). For college faculty, include research, publications, and committee memberships.*

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