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SAMPLE LETTER TO EMPLOYER ASKING FOR WORK EXPERIENCE

Your address

Date

Placement address

Dear (or Sir/ Madam)

Work experience: *dates of work experience*

Introductory paragraph explaining who you are (**name, school, year etc**)

Paragraph asking for a work experience placement (**why you would like this placement and what you would hope to gain from it**)

A short paragraph about yourself (**your interests, your GCSEs, relevant experience, what you hope to do in the future etc**)

I look forward to hearing from you.

Yours sincerely

(Yours faithfully if addressed to Sir / Madam)

Signature

Printed Name



Experience Certificate

It is certified that Mr. Hassan Sahibque S/O M. Sahibque was under the employe
of Amara (Pvt.) Limited as a "Mechanics" in machine shop department from 04-
03-2004 to 24-04-2016.

During his stay we observe him cheerful, honest and dedicated to his assignment.

We hope and pray higher and good speed to his future life.

Head of Department

SAUDI TECHINT LTD.

Date: 01 Aug 2016

TO WHOM IT MAY CONCERN

This is to certify that Mr. Ramez Chatterjee Pruthi, Indian national
holding passport # 123456789, was employed as an employee in a
Project Embedded Environment for C&B & I/O.

From 01-01-2015 to 31-03-2016 for Embedded System Project.

Mr. Pruthi was involved in preparing Project Code conversion, Structural
& Electrical PCB, connecting it to the circuitry. Furthermore he was
responsible for testing after the assembly. Experience / Under
Technical Supervision for handling of Project.

During his stay with us, his performance was excellent with very good
learning ability and management skills. His approach towards the job
and conduct is excellent.

This Letter of Appreciation is issued for his efforts towards the completion of Project.

Saudi Technint Ltd. for
Ramez Chatterjee Pruthi
Contracted Manager

Signature of Project Manager / Head of the Project / Head of the Department

Siva Port Ghalib
★★★★

The Palace Port Ghalib
★★★★

Port Ghalib Resort
★★★★

June, 03, 2016

Reference: Mr. Hassan Samir Hassan Sharaf

Experience certificate

This is to certify that Mr. Hassan Samir Hassan Sharaf
Was working For the Palace Hotel Port Ghalib - Marsa Alam
As Concierge Supervisor & G. Services Department
From 01/02/2015 till 02/06/2016

We appreciate his good performance, reliable and service provided during the time
with us. And wish him good luck in his new assignment

This certificate was issued as per the employee Request without any
Responsibility on the Hotel side.

Yours sincerely,

Human Resources Manager



P.O. Box, 23 Port Ghalib, Marsa Alam Red Sea, Egypt Tel: +20 65 33 6000 Fax: +20 65 336 0025

RELIEVING ORDER

To:

Mrs.

Dear Madam,

Subj: Letter of relieving

Ref: 1. Your resignation letter dated

2. The Office Order dated

As informed to you vide our letter dt. _____ you are hereby relieved on

Request letter format for work experience certificate. What is work experience letter. What is the format of experience letter. What to write in experience certificate.

While applying for a new job, an employee needs to include several documents in the portfolio as per the organization's requirements. One among them is the work experience letter of your previous job.If a person is leaving his job, he will require the job experience letter that he could attach with the entire documents and make his portfolio strong. So, it's the employer's responsibility to provide that person with that experience letter. That's why here we will share with you those job experience letter sample from employer.But some employers find it hard to write the working experience of their workers as they don't understand its format.In this article, we are going to talk about the easy steps that must be remembered while writing an experience letter. Also, you will get 16+ job experience letter sample from employer. But before this, we will have a brief review of the skill letter.What Is a Work Experience Letter/Certificate?When an employee leaves an organization, no matter what the reason, he is awarded the experience certificate.In this letter, all the responsibilities of the employee are mentioned along with the skills and experience he gained from that organization.The main purpose of this letter is to get proof of the claims that an employee makes in the CV. A new company can offer him the job and designation based on this experience letter.There are some main elements that employers must remember before writing the experience letter. These points could help in writing the best experience letter for the employee. Make sure that you have many ideas about the activities of that person. This can help you in writing better about the employee's history. Figure out the positive points of the employee so you can give optimistic feedback on his tenure in the company. You must add some extra-curricular activities of that employee as it can empower the letter.Steps You Must Remember While Writing a Job Experience LetterTo make the experience letter engaging and more attractive, it is necessary to follow some steps. These points will help the employer in making the letter more powerful. Let's dive deep and talk about these steps in detail.You must use the company letterhead: The letterhead is the first element that will make the page more authentic. It will be proof that the person has actually worked in your firm.Sometimes people use the technique of making a fake experience letter and using the signature of high authorities. To avoid this element, it is necessary to use the company letterhead as it will be proof that the employee got that particular paper from the organization.Include the dates: You have to start writing the experience letter by adding the dates. This will be a surety element that the letter is not much old and the employee is currently

working in your company. Moreover, it will also be a piece of evidence for the details that the person has added to the CV. So, he will avoid dodging the new firm.Designation of the employee: In the beginning, you have to mention the designation of the employee as it will be a short introduction of that person and can give a brief idea about him.Employee's responsibility and behavior: In the body, you have to write the working responsibilities of that person and what duties he was performing in the company.Moreover, you also have to mention the behavior of the employee and how he was interacting with other members. Make sure that you give positive feedback about that work as it will play a vital role for him in getting the job.The letter must contain a signature line: In the end, there must be the signature of an authoritative person. This will keep the employees away from adding their lines to the letter.Not only this, but you should also use the stamp of the company as it will give an authentic look to the letter and increase the chances of grabbing the job opportunity for the employee.Sample Of Job Experience Letter From EmployerIt can't be possible for some people to understand everything just by reading. Therefore, they need some work experience certificate format samples that can explain the lines for them in a better way.Here we will discuss some samples of job experience letters from employers regarding multiple jobs. This will make it clear to the employer how he can write that letter.Sample 1: Experience Letter for HR[Company Name] [Date]This is to inform and certify that Mr. was working as a full-time worker with "Company name". He was working as an HR manager. As per the employee record, his tenure of employment with us was "Total years" from DD/MM/YY - DD/MM/YY.During his time with us, we found him a hardworking person with excellent communication and management skills. His friendly and candid personality changed the atmosphere of our HR department and increased productivity.We find great pleasure in providing this certificate to ascertain his capabilities and skills. If you need any documents related to his employment with us, feel free to contact us.Best Regards, [Authority Name], [Signature].Sample 2: Experience Certificate for Professor[Emp No.] [Date] [Company Name]TO WHOM IT MAY CONCERNIt is to certify that Mr. /Mrs. was employed as Assistant Professor in the Department of ... from DD/MM/YY to DD/MM/YY. During his tenure with us, he ably handled major responsibilities included.We have found him to be a self-starter, motivated, duty-bound, and a highly committed team leader with strong conceptual knowledge of his subject. We wish him all success in his future endeavors.Sincerely, [Name] Sample 3: Experience Certificate for Engineering[Company Name] [Address] [Website Email] [Date]TO WHOM IT MAY CONCERNThis is to endorse the "Employee name" of the Electronics and Communication Engineering Dept. has satisfactorily completed numerous projects.He has gained multiple skills during his working tenure that can be helpful for him as well others. We wish him the best of luck for the future.Regards, [Signature of authority person], [Company Name].Read Also: Leave Application For Office For Personal ReasonSample 4: Experience Certificate for ControllerSERVICE CERTIFICATE [Date] [Reference No.]TO WHOM IT MAY CONCERNThis is to declare that Mr. "Worker name" has been working with "company name" "time span", as Senior Document Controller. This certificate is issued upon the request of the employee and does not constitute any liabilities towards the company or the undersigned. We wish him every success in his future endeavors.Sincerely, [Company Name].Sample 5: Experience Letter for Manager[Date], [Company Name], [Address]TO WHOM IT MAY CONCERNThis is to certify that "Employee Name" worked as Customer Manager in our company from "tenure". He is hereby released from the services of the company. The employee is very hardworking and responsive. Hope he will be successful everywhere he goes in the future. We wish you all the best.Regards, [Signature of authority person].Sample 6: Experience Certificate for Accountant[Date], [Company name]To Whom It May ConcernThis is to clarify that Mr. has worked in "Organization name" from DD/MM/YY to DD/MM/YY as "Assistant Accountant". He has been observed as an honest and fully hard-working person.We have nothing to say against his moral character and always appreciate his invaluable work efficiency. We wish him every step of success in the field of his commanding areas.Best Wishes, [Signature], [Designation].See Also: Application For Advance SalarySample 7: Experience Letter for Q. C EngineerExperience CertificateThis is to certify that "Member of staff name" has been employed by "Company" as Q.C Engineer in "Department" during the "Period". His skills and qualifications proved successful with regard to tasks assigned to him.This certificate was issued to him upon his own request to be submitted To Whom It May Concern without any liabilities towards others.Sincerely, [Signature], [Date].Sample 8: Experience Letter for Hardware expert[Company Name] [Address] To whomsoever, it may concernThis is to verify that Mr. has worked as a faculty Hardware engineer in this "Organization" since date. He is very keen and sincere in finishing all types of projects with utmost satisfaction. He possesses good character and caliber. We wish him all the best in his future.Regards, [Authoritative person name], [Signature].Work Experience Certificate Format & SamplesHere are some samples of Work Experience Certificates from some well-known companies, by looking at them you can easily get an accurate idea of these job experience letter sample from employer.Job Experience Certificate From Persona IncThe above picture is about the experience of a person who is performing the duties of HR in a firm. All the responsibilities of the worker are explained on a single page.In the end, there will be the signature of the HR manager who will approve this letter. So, the employer can keep the experience letter as simple as this one.Work Experience Certificate Format From L&TThis is another top-quality experience letter in which every single detail of the company is mentioned. It makes the paper more authentic and powerful. You already know that Larsen & Toubro (L&T) is one of the best construction companies so you must know how important its experience certificate is.The letter is from a worker who served the company in the field of electronics. And in the end, there is a signature of the head of a department.Work Experience Letter Format From GramenphoneThis is the experience certificate of a customer manager who served in a Bangladeshi telecom company. The letter is quite simple and comprehensive.Employment Experience Certificate From Al Jaber Group LLCThe document controller who served the company for a long period got this service certificate. It is quite simple and is explaining the responsibility of the worker in a single paragraph.For increasing the authenticity of this experience letter, there is a signature of the authoritative person.Job Experience Certificate Engineer From TechshoreThis is the experience letter of the engineer in which the working of the employee is explained thoroughly. In the end, there is a signature and stamp of the director that is proving the worth of this letter.Accountant Experience Certificate From HotelThe above experience letter is of an assistant accountant. The letter is quite simple and attractive as all the responsibilities of the employee are explained in a single paragraph. I hope you understand this experience certificate for accountants easily.The company letterhead and signature of the manager are making the letter more authentic and trustworthy.Computer Operator Experience Certificate Format In Word From CSC CenterThis is another interesting and simple experience letter from a Hardware expert. The letter is starting with the date and after that, there is feedback on the behavior of that person.Civil Engineer Work Experience Certificate From DesconThis is another experience certificate that is following a simple pattern. On the company letterhead, there is the logo of that company and after the date, the responsibility of employees are mentioned.Thank you very much if you have read up on the sample at this end. Here are some certificate samples that are the perfect fit for you, which will hopefully help you a lot in your new job -

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