

[Company Letterhead]

Date: _____

Experience Acknowledgement Letter

To,
[Worker's Name]
[Worker's Address]

Dear [Worker's Name],

This is to acknowledge that you have worked with [Company Name] from [Start Date] to [End Date] as a [Designation/Position] in the [Department] department.

During your tenure, your conduct and performance were found to be satisfactory.
We wish you every success in your future endeavors.

Sincerely,

[Authorized Person's Name]
[Designation]
[Company Name]