

[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]