

Experience Letter Sample for Fresh Graduate

Date: [Insert Date]

To Whom It May Concern,

This is to certify that **[Graduate's Name]** was associated with **[Company/Organization Name]** as a **[Intern/Part-time Position/Training Position]** from **[Start Date]** to **[End Date]**.

During the tenure with us, **[Graduate's Name]** was involved in the following responsibilities:

- Assisting in daily operations and supporting senior team members.
- Contributing to project tasks and meeting deadlines effectively.
- Demonstrating a strong willingness to learn new concepts and adapt quickly.
- Participating in team meetings and sharing valuable input.
- Maintaining professional conduct and adhering to company policies.

[Graduate's Name] has exhibited excellent communication skills, a positive attitude, and strong analytical abilities. Their dedication and commitment during the stint have been commendable and they have contributed significantly to the tasks and projects assigned.

We wish **[Graduate's Name]** all the best for future professional endeavors. Should you require any further information, please feel free to contact us.

Sincerely,

[Your Name]

[Your Designation]

[Company/Organization Name]

[Contact Information]