

# Experience Letter Sample for Employee After Termination

Date: [Date]

To Whom It May Concern,

This is to certify that [Employee Name] was employed with [Company Name] as a [Designation] from [Start Date] to [End Date].

During their tenure with us, [Employee Name] was responsible for the following roles and duties:

- [Key responsibility or achievement 1]
- [Key responsibility or achievement 2]
- [Key responsibility or achievement 3]

[Employee Name] demonstrated sound professional skills, was punctual, and performed assigned tasks efficiently. Throughout their period of service, their conduct remained satisfactory and they contributed positively to the team.

This letter is being issued upon request of [Employee Name] for their future employment and reference purposes.

We wish them all the best in their future endeavors.

Sincerely,

[Your Name]  
[Your Designation]  
[Company Name]  
[Contact Information]