* **Work experience confirmation letter sample -**

To whom it may concern,

I am pleased to certify that Mr./Ms.(insert the employee’s name) has been working for our company, from (insert the time period) to… .

His/her career followed the following path:

1. (mention the position): from… to…
2. (mention the position): from… to…
3. (mention the position): from… to…

On his/her last position, (employee’s name) coordinated a team of… with the following results: (insert details about the results). He/she brought a great contribution in reaching and, many times, exceeding our company’s objectives, and he/she acted as a real mentor for the new team members.

During the years he/she has been working for us, he/she demonstrated excellent behavior, a leader spirit, as well as a proactive attitude. I personally recommend (employee’s name) for any job related to (insert the work field) because of his/her dedication and the responsibility toward his work.

We sincerely wish (name) luck in the next step of his/her career.

Feel free to get in contact with me if you need any other information related to the period (insert the name) has been working with us.

Yours sincerely,

(insert the employer’s name)

(insert the company’s name and address)