Experience Letter Format: 10 Templates (Word)

Free download from Mera Udyog. Updated October 2026.

How to use these templates

1. Pick the template that matches the exit (see the list below).

2. Replace every [bracketed] field. Keep dates, name and designation identical to the appointment letter, payslips and relieving letter.

3. Delete the blue "when to use" box and any HR note.

4. Print on company letterhead (or keep the header block), sign, stamp and date it.

5. Issue it on the last working day, along with the relieving letter. Save a signed PDF copy in the employee file.

Templates in this file

1. Standard Experience Letter Format
2. Short Experience Certificate Format
3. Experience Letter for Factory Worker / Machine Operator
4. Experience Letter for Retail Store Staff
5. Experience Letter for Fixed-Term or Contract Employee
6. Internship Experience Letter Format
7. Neutral Experience Letter (Short Notice or Disputed Exit)
8. Experience Letter Format in Marathi (अनुभव प्रमाणपत्र)
9. Experience Letter Format in Hindi (अनुभव प्रमाण पत्र)
10. Request Letter for Experience Letter (for Employees)

These are general templates, not legal advice. Check your standing orders, appointment terms and state rules for exact obligations.

1. Standard Experience Letter Format

When to use: Most employees leaving after resignation or retirement. Use this if you are unsure. (Delete this blue box before printing.)

[Company Name]

[Registered Address, City, PIN]
[Phone] | [Email] | CIN/GSTIN: [Number]

Ref. No.: [HR/EXP/2026/001]
Date: [DD Month YYYY]

Subject: Experience Letter

To Whom It May Concern,

This is to certify that [Mr./Ms. Employee Full Name], Employee ID [EMP-0000], was employed with [Company Name] from [Date of Joining] to [Last Working Day], a period of [X years Y months].

During this period, [he/she/they] worked as [Last Designation] in the [Department] department at our [Branch/Plant/Outlet, City] location. [His/Her/Their] key responsibilities included [responsibility 1], [responsibility 2] and [responsibility 3].

[He/She/They] resigned from the services of the company, and the resignation was accepted with effect from [Last Working Day]. [He/She/They] has been relieved of all duties after completing the handover.

During [his/her/their] tenure, we found [him/her/them] [sincere, hardworking and reliable]. We wish [him/her/them] success in all future endeavours.

Sincerely,

For [Company Name]

[Signature and company seal]
[Authorised Signatory Name]
[Designation, e.g. HR Manager]
[Official email / phone for verification]

2. Short Experience Certificate Format

When to use: When the employee only needs proof of tenure and role, for example for a visa, loan or government job form. (Delete this blue box before printing.)

[Company Name]

[Registered Address, City, PIN]
[Phone] | [Email] | CIN/GSTIN: [Number]

Ref. No.: [HR/EXP/2026/002]
Date: [DD Month YYYY]

EXPERIENCE CERTIFICATE

To Whom It May Concern,

This is to certify that [Mr./Ms. Employee Full Name], son/daughter of [Father's/Mother's Name], was employed with [Company Name] as [Designation] from [Date of Joining] to [Last Working Day].

This certificate is issued on the request of the employee for [purpose, e.g. higher studies / visa application / record].

For [Company Name]

[Signature and company seal]
[Authorised Signatory Name]
[Designation, e.g. HR Manager]
[Official email / phone for verification]

3. Experience Letter for Factory Worker / Machine Operator

When to use: Blue-collar roles in manufacturing: operators, fitters, welders, helpers, supervisors. Names the machine, shift and skills a new employer will check. (Delete this blue box before printing.)

[Company Name]

[Registered Address, City, PIN]
[Phone] | [Email] | CIN/GSTIN: [Number]

Ref. No.: [HR/EXP/2026/003]
Date: [DD Month YYYY]

Subject: Experience Certificate

To Whom It May Concern,

This is to certify that [Mr./Ms. Employee Full Name], Token/Employee No. [0000], worked at our [Plant Name], [MIDC Area, City] from [Date of Joining] to [Last Working Day] as a [CNC Operator / Fitter / Welder / Machine Operator / Helper].

During this period, [he/she] worked in [Shift A / B / C / rotational shifts] and handled [machine or process, e.g. CNC turning centre (Fanuc control) / MIG welding / injection moulding / packing line]. [His/Her] work included [setting and running jobs, first-piece inspection, routine maintenance, following 5S and safety rules].

[He/She] left the company on [his/her] own accord after serving the required notice period. [His/Her] conduct during the period of employment was [good].

We wish [him/her] the best for the future.

Sincerely,

For [Company Name]

[Signature and company seal]
[Authorised Signatory Name]
[Designation, e.g. HR Manager]
[Official email / phone for verification]

4. Experience Letter for Retail Store Staff

When to use: Sales associates, cashiers, store managers and warehouse staff in multi-outlet retail chains. (Delete this blue box before printing.)

[Company Name]

[Registered Address, City, PIN]
[Phone] | [Email] | CIN/GSTIN: [Number]

Ref. No.: [HR/EXP/2026/004]
Date: [DD Month YYYY]

Subject: Experience Letter

To Whom It May Concern,

This is to certify that [Mr./Ms. Employee Full Name], Employee ID [EMP-0000], worked with [Company Name] from [Date of Joining] to [Last Working Day].

[He/She] worked as [Sales Associate / Cashier / Store Manager] at our [Outlet Name, Area, City] store. [His/Her] responsibilities included [customer billing on the POS system, cash handling and daily closing, visual merchandising, stock receiving and inventory counts, handling a team of (number) staff].

[He/She] resigned and was relieved on [Last Working Day] after completing cash and stock handover.

We found [him/her] honest and customer-focused, and wish [him/her] success ahead.

Sincerely,

For [Company Name]

[Signature and company seal]
[Authorised Signatory Name]
[Designation, e.g. HR Manager]
[Official email / phone for verification]

5. Experience Letter for Fixed-Term or Contract Employee

When to use: Employees hired for a fixed period, whose contract ended. States the contract basis so it is not mistaken for a resignation or termination. (Delete this blue box before printing.)

[Company Name]

[Registered Address, City, PIN]
[Phone] | [Email] | CIN/GSTIN: [Number]

Ref. No.: [HR/EXP/2026/005]
Date: [DD Month YYYY]

Subject: Experience Letter

To Whom It May Concern,

This is to certify that [Mr./Ms. Employee Full Name] was engaged by [Company Name] on a fixed-term employment contract from [Contract Start Date] to [Contract End Date], as [Designation] in the [Department / Project Name].

[His/Her] work during the contract included [responsibility 1], [responsibility 2] and [responsibility 3].

The engagement ended on [Contract End Date] on completion of the contract term. All dues for the contract period have been settled.

We thank [him/her] for [his/her] contribution and wish [him/her] well.

Sincerely,

For [Company Name]

[Signature and company seal]
[Authorised Signatory Name]
[Designation, e.g. HR Manager]
[Official email / phone for verification]

6. Internship Experience Letter Format

When to use: Interns and trainees, including apprentices. Use 'internship certificate' wording if the college asks for it. (Delete this blue box before printing.)

[Company Name]

[Registered Address, City, PIN]
[Phone] | [Email] | CIN/GSTIN: [Number]

Ref. No.: [HR/INT/2026/006]
Date: [DD Month YYYY]

Subject: Internship Experience Letter

To Whom It May Concern,

This is to certify that [Mr./Ms. Student Full Name], a student of [Course, College / University], completed an internship with [Company Name] from [Start Date] to [End Date] in the [Department] department.

During the internship, [he/she] worked on [project or tasks, e.g. a stock reconciliation project / social media campaign / quality inspection records] under the guidance of [Mentor Name, Designation]. [He/She] showed [a good understanding of the work and willingness to learn].

We wish [him/her] the very best for [his/her] studies and career.

Sincerely,

For [Company Name]

[Signature and company seal]
[Authorised Signatory Name]
[Designation, e.g. HR Manager]
[Official email / phone for verification]

7. Neutral Experience Letter (Short Notice or Disputed Exit)

When to use: When the employee left without full notice, or the exit was contested. States only facts: dates, designation and duties. No conduct remark. (Delete this blue box before printing.)

[Company Name]

[Registered Address, City, PIN]
[Phone] | [Email] | CIN/GSTIN: [Number]

Ref. No.: [HR/EXP/2026/007]
Date: [DD Month YYYY]

Subject: Experience Letter

To Whom It May Concern,

This is to certify that [Mr./Ms. Employee Full Name], Employee ID [EMP-0000], was employed with [Company Name] from [Date of Joining] to [Last Working Day].

At the time of leaving, [he/she] held the position of [Designation] in the [Department] department, and [his/her] duties included [responsibility 1] and [responsibility 2].

This letter is issued on the request of the employee.

Sincerely,

For [Company Name]

[Signature and company seal]
[Authorised Signatory Name]
[Designation, e.g. HR Manager]
[Official email / phone for verification]

HR note (delete before printing): Do not add reasons for leaving, pending recoveries or negative remarks in this letter. Handle disputes separately in writing.

8. Experience Letter Format in Marathi (अनुभव प्रमाणपत्र)

When to use: Workers and staff in Maharashtra who need the letter in Marathi, or a bilingual copy along with the English letter. (Delete this blue box before printing.)

[Company Name]

[Registered Address, City, PIN]
[Phone] | [Email] | CIN/GSTIN: [Number]

संदर्भ क्र.: [HR/EXP/2026/008]
दिनांक: [दिनांक]

विषय: अनुभव प्रमाणपत्र

ज्यांच्याशी संबंधित असेल त्यांना,

प्रमाणित करण्यात येते की [श्री./श्रीमती कर्मचाऱ्याचे पूर्ण नाव], कर्मचारी क्र. [0000], हे/ह्या [कंपनीचे नाव] येथे दिनांक [रुजू दिनांक] ते [शेवटचा कामाचा दिवस] या कालावधीत [पदनाम] या पदावर कार्यरत होते/होत्या.

या कालावधीत त्यांनी आमच्या [प्लांट / शाखा / आउटलेट, शहर] येथे [मुख्य जबाबदाऱ्या, उदा. मशीन चालवणे, गुणवत्ता तपासणी, ग्राहक बिलिंग] ही कामे केली.

त्यांनी स्वेच्छेने राजीनामा दिला असून दिनांक [शेवटचा कामाचा दिवस] रोजी त्यांना कार्यमुक्त करण्यात आले आहे. सेवाकाळात त्यांचे वर्तन [चांगले] होते.

त्यांच्या पुढील वाटचालीस आमच्या शुभेच्छा.

आपला विश्वासू,

[कंपनीचे नाव] करिता

[सही व कंपनीचा शिक्का]
[अधिकृत स्वाक्षरीकर्त्याचे नाव]
[पदनाम, उदा. एचआर मॅनेजर]
[पडताळणीसाठी अधिकृत ईमेल / फोन]

9. Experience Letter Format in Hindi (अनुभव प्रमाण पत्र)

When to use: Workers, drivers and staff who need the letter in Hindi, common for migrant workers and North India roles. (Delete this blue box before printing.)

[Company Name]

[Registered Address, City, PIN]
[Phone] | [Email] | CIN/GSTIN: [Number]

संदर्भ सं.: [HR/EXP/2026/009]
दिनांक: [दिनांक]

विषय: अनुभव प्रमाण पत्र

जिससे संबंधित हो,

प्रमाणित किया जाता है कि [श्री/श्रीमती कर्मचारी का पूरा नाम], कर्मचारी सं. [0000], [कंपनी का नाम] में दिनांक [ज्वाइनिंग की तारीख] से [अंतिम कार्य दिवस] तक [पद का नाम] के पद पर कार्यरत रहे/रहीं।

इस अवधि में उन्होंने हमारे [प्लांट / शाखा / आउटलेट, शहर] में [मुख्य जिम्मेदारियाँ, जैसे मशीन संचालन, वाहन चलाना, ग्राहक बिलिंग] का कार्य किया।

उन्होंने स्वेच्छा से त्यागपत्र दिया और दिनांक [अंतिम कार्य दिवस] को उन्हें कार्यमुक्त किया गया। सेवा अवधि में उनका आचरण [अच्छा] रहा।

हम उनके उज्ज्वल भविष्य की कामना करते हैं।

भवदीय,

[कंपनी का नाम] के लिए

[हस्ताक्षर और कंपनी की मुहर]
[अधिकृत हस्ताक्षरकर्ता का नाम]
[पद, जैसे एचआर मैनेजर]
[सत्यापन हेतु आधिकारिक ईमेल / फोन]

10. Request Letter for Experience Letter (for Employees)

When to use: For employees whose experience letter has not been issued. Send by email to HR and keep a copy. (Delete this blue box before printing.)

Date: [DD Month YYYY]

Subject: Request for Experience Letter

Dear [HR Manager Name],

I worked with [Company Name] as [Designation] in the [Department] department from [Date of Joining] to [Last Working Day], and my resignation was accepted with effect from [Last Working Day].

I request you to kindly issue my experience letter, stating my period of employment, designation and duties. I need it for [purpose, e.g. joining formalities / background verification at my new employer] by [date].

I have completed my handover and returned all company property, including [ID card / laptop / uniform]. Please let me know if anything else is required from my side.

Thank you for your support.

Regards,

[Your Full Name]
Employee ID: [EMP-0000]
[Phone] | [Personal Email]