



Tel: +977 1 4443526, Fax: +977 1 4420118, info@kiec.edu.np

Sample 2

EXPERIENCE CERTIFICATE

Date -

TO WHOM-SO-EVER IT MAY CONCERN

It is our pleasure to write on behalf of Mr/Ms. _____ Son/Daughter of Mr _____ who has worked with (organization) in the capacity of (Position) for years/months (from dd/mm/yyyy to dd/mm/yyyy.)

During this tenure of his/her work Mr/Ms. _____ remained involved in his/her work dedicated. We found him/her pretty active in whatever task we have provided him/her. He/she is a confident person. He/she is professionally sound, hard-working and a devoted staff. He/she has the motivation to take initiative tasks and we are gratified that he/she had been helpful in the advancement of our organization.

Moreover, I would like to reflect over his/her conduct during his/her stay with us. During his/her service he/she has been found sincere, reliable, trustworthy, sociable, pleasant and open to challenges He/she has a genial temperament and can efficiently work in a team. All of our staff members are pleased with him/her and feels comfortable in teaming and coordinating with him/her for the realization of organizational goals and objectives.

He/she is leaving her job only on his/her own decision and for attempting opportunities with a better profile.

We wish him/her all the best in his future endeavor.

Sincerely,

(Name and Signature of Authorized Signatory)

(Designation)

(Organization Seal)