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Sample 6 (Accountant work experience)

EXPERIENCE CERTIFICATE

2nd April 2011

To Whomsoever It May Concern,

Ms Martha Kennedy was employed by our organization as a full-time accountant for the period between 1.03.2008 to 31.12.2010. Ms Martha was a hardworking and dedicated employee and did complete justice to her position for the time period she served. As her immediate supervisor, I found Martha very hardworking and passionate about her work. She has very good accounting skills, and her work had high precision.

I wish her good luck for all her future endeavors, on behalf of the company supervisors and staff. Thanking you.

Yours faithfully,

(Signature)
Ben Carter
Accounting Head
(Address of the company)