To

The HR Department,

Name of the Company,

Address.

Sub: Request for the issue of experience certificate.

This is to bring your kind attention that I‌ had worked in \_\_\_\_\_\_\_\_\_\_\_\_\_\_(company name) as \_\_\_\_\_\_\_\_\_\_\_(designation) in \_\_\_\_\_\_\_\_\_\_\_\_\_(department) from \_\_\_\_\_\_\_\_\_\_ (joining date) to \_\_\_\_\_\_\_\_\_\_(relieving date). It was really a great opportunity to work with you and it has helped me in my professional growth.

Here I am writing this request letter for the issue of my experience certificate which I‌ needed it for my future job trials / higher studies.

I would be very grateful to you if you could do the needful at the earliest.

Thanking you in advance.

Yours Sincerely,

Employee Name,

Employee Id.

Signature.