

Here is another format that might be useful

Date: _____

TO WHOM IT MAY CONCERN

Mr./Ms. _____ was employed with _____ (company name) from _____ to _____. During his/her tenure with us, he/she ably handled major responsibilities in _____. His/her major responsibilities included

His/her gross emoluments at the time of leaving _____ (company name) was Rs. _____/-

We have found him/her to be a self starter who is motivated, duty bound, a highly committed team player with strong conceptual knowledge of _____(domain name

We wish him/her all success in his/her future endeavors.

Manager- HRD

[saj] 10th April 2007, 08:17 AM

any body can send me a model of an experience certificate as an admin. assistant in a company(pls give me full form- duties, issuing authority etc) saju

[prachi_singla] (Contributing Member) 10th April 2007, 04:01 PM

Hi,

Try this.

REFERENCE LETTER FORMAT – ACCOUNTANTS

(Should be on a Official Company Letterhead)

TO WHOMSOEVER IT MAY CONCERN

Dated On:

This is to certify that (Applicant's Name) is working with (Applicant's Company Name) as a (Applicant's Job Title) from _____to_____.

(Applicant's Name) is a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge.

(Applicant's Name)'s job responsibilities are as bellow:

- Prepare financial statements and reports for clients or company management.
- Record the amount of money spent and received daily by clients or company management, using computer cash-flow software.
- Develop and check budgets.
- Recommend an appropriate tax structure for a client to use the most efficient way of holding tax assets.
- Ensure compliance with relevant legislation
- Give advice on a range of financial aspects of a business such as budgets, tax and cash flows.
- Analyze how well a business is performing financially.
- Review businesses' accounting procedures.
- Assist management with strategic planning and human resources (HR).

(Applicant's Name) is an enthusiastic and resourceful professional and an asset to the organization. I wish all the best and success in future career endeavors.

Signature of the person issuing the letter

Name of the person issuing the letter

Title of the person issuing the letter

Another one:

Suggested Format of Experience Certificate

(On certifying Company's/Firm's letterhead)

To whomsoever it may concern

This is to certify that Mr./Ms./Mrs. has worked in our organization as (Designation) from to and is having good experience and knowledge in (field/activity).

For (Name of Certifying company/firm)

(Signature of the Director/Partner of the certifying company/firm.)

(Name of the Director/Partner)

Date :

Another:

(Specimen)

For submission to

Teachers Recruitment Board

Chennai-6

EXPERIENCE CERTIFICATE

1 Name of the Candidate

2 Name and address of the
School in which employed

3 Type of School/Institution

(Govt /Aided /Unaided /Matric /Anglo Indian /CBSE /Kendriya
Vidyalaya /Other State school)

Date of appointment as

(a) Secondary Grade Teacher

(b) Graduate Assistant

4

(c) Postgraduate Assistant

5 Classes and Subjects taught

Classes Total period of Service

handled Subjects taught Total periods

per week Date from Date to Period

Total

Certified that the above facts are true as per office records.

Place : Signature :

Date : Name :

Seal : Designation :

(Head of institution/Correspondent)

Verified the above facts with reference to the records and found correct

Ref. No. Signature :

Place : Name :

Date : Designation :

Bye

Take care

Prachi

[prachi_singla] (Contributing Member) 10th April 2007, 04:08 PM

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(Should be on a Official Company Letterhead)

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Seal : Designation :

(Head of institution/Correspondent)

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Ref. No. Signature :

Place : Name :

Date : Designation :

Bye

Take care

Prachi

[junaidsoomro] 22nd October 2007, 05:30 PM

Date

To whom It may concern

This is to certify that (Name) was appointed in (Company name) as (Position) on (Date and year) and that he has worked here up to (Date and year).

According to our knowledge (Name) has an excellent track record and his work has been found satisfactory because of his sincerity, dedication and hard work. We have no problem with him joining any other company.

We wish him every success in his future.

For (Company Name)

Authorized Signatory
[mmim_04] 29th November 2007, 01:30 PM
[This is a simple experience Certificate]

30/11/2007

To Whom It May Concern

This is to certify that Mr., Son of worked as Senior Executive in our company from to with our entire satisfaction. During his working period we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well. We have no objection to allow him in any better position and have no liabilities in our company.

We wish him every success in life.

For

M. M. Iqbal Mahmud
Dhaka, Bangladesh.