Ref No.\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

**EXPERIENCE CERTIFICATE**

This is to certify that **Mr./Mrs./Ms**. \_\_\_\_\_\_\_\_ **son/ daughter of** \_\_\_\_\_\_\_\_\_\_\_has worked as \_\_\_\_\_\_\_\_\_\_\_\_ with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **from** \_\_\_\_\_\_\_\_\_ **to** \_\_\_\_\_\_\_\_\_\_\_.

During the above period **Mr./Mrs./Ms** \_\_\_\_\_\_\_\_has carried out the following (nature of work) in the capacities (designation) indicated against each:

i. Execute all activities and make correspondence relating to appointment, confirmation, increment, promotion, transfer, termination, discipline and recreation etc…

ii. Entire recruitment procedure, job advertisement, review, screening of application & finalizing process of appointment.

iii. Prepare wage and salary statement of company.

iv. Participate to prepare HR policy.

During the above period:

* **Mr./Mrs./Ms** \_\_\_\_\_\_\_ participated in performing the work with determination & sincerity. As we observed **he/she** was active and very qualified person and she could perform all **his/her** assigned tasks effectively.
* Besides in my opinion, **he/ she** was motivated, professional, hardworking and innovative person. **He/She** contributed much to our organizational goals and targets. And **his/her** performance proved to be most effective in our organization.

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory.