

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.