

Experience Letter Samples

Company Letterhead – ABC Technologies Pvt. Ltd., Logo, Address, Website, Contact]

Date: 15 March 2026

To Whom It May Concern,

This is to certify that Aditya Saini was employed with ABC Pvt Ltd as a Marketing Associate from January 2023 to February 2026.

He was responsible for managing digital content, optimising blog articles for search engines, handling online communities, and supporting campaign strategies. His work contributed significantly to increased website traffic and user engagement.

Aditya consistently demonstrated creativity, analytical thinking, and professionalism. He maintained excellent communication and teamwork skills throughout his tenure.

We appreciate his contributions and wish him success in all future endeavours.

Sincerely,
HR Manager
ABC Pvt Ltd

Experience Letter for Internship

XYZ Company
Address, Contact, mail-ID

Date: 10 July 2025

To Whom It May Concern,

This is to certify that Aditya Saini completed a 3-month internship with XYZ Company as a Content Writing Intern from April 2025 to June 2025.

During this period, he worked on blog writing, keyword research, and content editing. He showed eagerness to learn and delivered quality work within deadlines.

We wish him success in his career.

Sincerely,
HR Department
XYZ Company

by

