

**Sample of the Experience Letter:**

Date:

Hansen Ice Cream  
ABC  
Address: .....

**To whom it may concern:**

I hereby verify that Michelle P. Rivera has been working in our organization from the period of July 12th, 2004 to November 18th, 2009. While employed with Hansen Ice Cream, her responsibilities have included interacting with our clients and providing them with information on the steel products we distribute. She has done a fantastic job completing these tasks, and she has always been on time and professional during his tenure here.

She left us on November 18th, 2009 to pursue further education, and is now back looking for a job. We would rehire her, but she is looking for something different than what we can offer. We wish her every success in life.

Sincerely,  
XYZ  
Managing Director  
Company Name