**WORK EXPERIENCE CERTIFICATE FORMAT**

1. **IT SHOULD BE ON THE LETTER HEAD OF THE COMPANY/ORGANIZATION**

**(2)** *Ref.No…………………..* **(3)** *Date…………………*

# EXPERIENCE CERTIFICATE

* 1. Name of the Employee:
  2. Father’s Name:
  3. Designation:
  4. Period of Service From To

(MM/YYYY) (MM/YYYY)



* 1. (Authorized Signatory’s Signature)

# Name

* 1. **Designation**
  2. **Official Seal**

NOTE:

1. Any experience certificate not providing the details as required above **(all the 12 points)** is treated as invalid document.
2. Appointment / Offer of Appointment letters (or) salary certificate will not be considered as equivalent to Experience Certificate.
3. Attestation on Photo Copy of the experience certificate by Gazetted Officer is mandatory.