

Formal letter including reason for separation

Subject: Experience Certificate

Dear [Employee Name],

This is to certify that [Employee Name] was employed with [Company Name] as a [Designation] from [Start Date] to [End Date]. [He/She/They] resigned from the company due to [reason for leaving, e.g., personal reasons, relocation].

During [his/her/their] tenure, [he/she/they] performed [his/her/their] duties efficiently and was a valuable member of our team. We wish [him/her/them] all the best in future endeavors.

Regards,

[Authorized Signatory Name]

[Designation]

Get more templates here:

<https://www.lettersandtemplates.com/letters/experience-letter-to-employee-from-employer>