



Tel: +977 1 4443526, Fax: +977 1 4420118, info@kiec.edu.np

Sample 3

EXPERIENCE CERTIFICATE

Date -

TO WHOM-SO-EVER IT MAY CONCERN

This is to certify that Mr/Ms/Mrs been an employee of this Co/Org/Est/
from (date) to (date) in the following positions.

1) From (date) (date) : POSITION

2) From (date) (date) : POSITION

3) From (date) (date) : POSITION

During this period we have observed him/her as professional and discharged his work of his
position very efficiently and conscientiously. His/Her Character and conduct during this period
has been exemplary.

We wish him/her every success in his/her future.

Signature

(Name of Personnel/HRD Manager)

(Company Seal)

Name and Address of the Organization