[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Employee Experience Certificate

A formal certificate of employment for a departing employee.

Certificate number: _____

Date: _____

Employee: _____

Employee ID: _____

To whom it may concern This is to certify that [Employee name] **was employed by** [Company name] **as** [Role] **from** [Start date] **to** [End date]**.**

Roles held

(1) Role: _____ **Department:** _____

From: _____ **To:** _____

(2) Previous role: _____ **Department:** _____

From: _____ **To:** _____

Duties [Summary of main duties and responsibilities]**.**

Conduct and performance [Conduct and performance statement]**.**

This certificate is issued at the request of [Employee name]**.**

For verification, please contact [Contact name]**,** [Contact role]**, on** [Contact telephone] **or at** [Contact email address]**.**

Authorised signature

Authorised signatory: _____

Role: _____

Signature: _____

Date: _____

Company seal: _____

Affix the company seal here, if your company uses one.

Document control

Document: Employee Experience Certificate

Prepared by: _____ **Owner:** _____

Version: 1.0 Date: _____