[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. Add or remove table rows to fit your needs. 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.

Field	Entry
Certificate number	**[Certificate number]**
Date	**[DD Month YYYY]**
Employee	**[Employee name]**
Employee ID	**[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

Role	Department	From	To
[Role]	**[Department]**	**[Start date]**	**[End date]**
[Previous role]	**[Department]**	**[Start date]**	**[End date]**

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]**.

[Company name]

Authorised signature

Field	Entry
Authorised signatory	**[Authorised signatory name]**
Role	**[Role]**
Signature	
Date	**[DD Month YYYY]**

[Company seal]

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

Document control

Field	Entry
Document	Employee Experience Certificate
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	1.0
Date	**[DD Month YYYY]**