
Date:

EXPERIENCE CERTIFICATE

To Whomsoever It May Concern

This is to certify that Ms. Anthony Jack was employed with our Company (Company name) as an Assistant Manager for a period of yrs.

His major responsibilities included working on Human resources like Joining & Separation formalities, Attendance Management, Induction Programs, Appointment Letter & Confirmation, Job Portals, Administration, Maintaining Personal files of Employees, Employee Relation.

His Exposure In these areas is very good. During his tenure with us, she ably handled major responsibilities and found him to be hardworking and very productive.

We have found him to be a self-starter who is motivated, sincere and a very good leader with the characteristics of a committed team player with strong conceptual knowledge.

We at “ Company Name“ wish him happiness, success and many more achievements.

Regards

Head of Human Resources