

## **EXPERIENCE CERTIFICATE**

**Date:**

### **To Whomsoever It May Concern**

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

His major responsibilities included working on Human Resource 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 his to be hardworking and very productive.

We have found his to be self starter who is motivated, duty bound, and a highly committed team player with strong conceptual knowledge.

We at **(Company Name)**. Wish his all success in his future endeavors.

For **(Company Name)**.