Date

**To Whom It May Concern**

XYZ is pleased to issue this experience letter for Jane Doe. She worked as an architect for our firm for 5 years from April 2014 to September 2019. During this time, she performed her job duties satisfactorily.

Jane interacted with clients as our representative to provide consultation regarding their construction projects. It was also her responsibility to draft project designs that meet the firm's standards.

The firm wishes her luck for a successful career journey.

[Your Name]  
Designation  
Signature/Date