To

[The Recipient Name]

Dear Sir,

I was overwhelmed with the feeling of happiness and joy when I received the experience certificate from your worthy organization. I would like to say thank you for awarding me such a precious document which means a lot to me. Apart from a piece of paper, this experience certificate will always serve as an acknowledgement of the valuable services which I rendered for your company.

My recent experience in your organization was a valuable one. I learnt how to behave accordingly in various situations including pressurized ones. I learnt how to cope with the stress which is imposed by various business factors. Apart from it, your department taught me how to analyze various risk factors which play a crucial role in any business.

Besides, I wish to appreciate the cooperative attitude of my colleagues. They always helped me through thick and thin. This is due to your kind support that I have been able to reshape my career.

Just because of this experience certificate, I can get a better job in any good organization in the world. They would be happy to offer me the post of HR manager owing to this valuable document.

Thank you very much for the experience certificate along with all that I learnt while working in your organization as an internee.

[Your Name]  
[Address]