[COMPANY LETTERHEAD - name, address, CIN/GSTIN if any]

Date: [date]
Ref: [reference number]

TO WHOMSOEVER IT MAY CONCERN

This is to certify that [Employee name] (Employee ID: [ID]) worked with [Company] from [date of joining] to [last working day].

During this period, [he / she / they] worked as [Designation] in the [Department] team. [Optional: promoted to [new designation] on [date].] [His / her / their] work included [one or two lines on responsibilities].

For verification, please write to [HR email].

For [Company],

[Name]
[Designation]

Format from hrexora.com/blog/experience-letter-relieving-letter-format. For reference only, not legal advice.