

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of Work Experience

We are pleased to confirm that [Employee's Name] completed their work experience with us at [Company Name] from [Start Date] to [End Date].

During this period, [he/she/they] successfully contributed to [briefly describe projects or tasks completed].

[Employee's Name] demonstrated [mention specific skills or qualities, e.g., strong communication skills, initiative, teamwork]. We are grateful for [his/her/their] contributions to our team and wish [him/her/them] all the best in future endeavors.

If you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]