

[Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] was employed at [Company Name] from [Start Date] to [End Date] as a [Job Title]. During their tenure, [he/she/they] demonstrated exceptional skills in [specific skills/areas of expertise] and contributed significantly to [notable projects or achievements].

[Employee's Name] consistently exhibited a strong work ethic, professionalism, and a commitment to excellence. [He/She/They] successfully [describe relevant responsibilities and tasks], and was instrumental in [mention any key accomplishments or contributions].

We wish [Employee's Name] all the best in [his/her/their] future endeavors and have no hesitation in recommending [him/her/them] for any future opportunities.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]