

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to certify that [Employee's Name] was employed with [Company Name] as a [Job Title] from [Start Date] to [End Date]. During their tenure, [he/she/they] demonstrated [key skills, abilities, or contributions].

We appreciate [his/her/their] contributions to our team and wish [him/her/them] the best in future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]