

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to formally acknowledge your employment with [Company Name] from [Start Date] to [End Date]. During your tenure with us, you held the position of [Employee's Job Title] and made significant contributions to our team.

Your responsibilities included:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

We greatly appreciate your dedication, professionalism, and the positive impact you made on our organization. Your skills in [mention specific skills or experiences] were evident in [specific accomplishments or projects].

We wish you all the best in your future endeavors. Please feel free to reach out if you need further references or support as you move forward in your career.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]