

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to officially confirm that [Employee's Name] was employed with [Company Name] in the position of [Job Title] from [Start Date] to [End Date]. During this period, [he/she/they] demonstrated exceptional skills in [list key skills or responsibilities], proving to be a valuable asset to our team.

[Employee's Name] was responsible for [briefly outline key duties and responsibilities]. [He/She/They] consistently met and exceeded expectations, contributing positively to [specific projects or achievements].

[He/She/They] exhibited strong [mention relevant skills, e.g., leadership, teamwork, communication], and maintained a professional demeanor at all times. [His/Her/Their] ability to [mention notable accomplishment or contribution] was particularly notable.

We wish [Employee's Name] all the best in [his/her/their] future endeavors and have no doubt [he/she/they] will excel in any role [he/she/they] takes on next.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]