

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to confirm your employment with [Company Name] from [Start Date] to [End Date] as a [Job Title]. During your tenure with us, you demonstrated profound industry-specific expertise and made significant contributions to our team.

Key Responsibilities:

- [Responsibility #1]
- [Responsibility #2]
- [Responsibility #3]

Achievements:

- [Achievement #1]
- [Achievement #2]
- [Achievement #3]

Your ability to [specific skill or contribution] in [specific industry] has been invaluable to the growth and success of our organization.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]