

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to confirm that [Employee's Name] was employed with [Company Name] from [Start Date] to [End Date] as a [Job Title]. During their tenure with us, [he/she/they] exhibited exceptional skills and professionalism that significantly contributed to our team's success.

Key Responsibilities:

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

Achievements:

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

[Employee's Name] has demonstrated a strong work ethic, excellent communication skills, and the ability to work effectively within a team. [His/Her/Their] contributions to [specific project or task] were invaluable, leading to [specific result or achievement].

We appreciate [his/her/their] hard work and dedication during [his/her/their] time with us and wish [him/her/them] all the best in [his/her/their] future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]