

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

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 her tenure with us, she exhibited professionalism, dedication, and skill in her role.

[Employee's Name] was responsible for [brief description of job responsibilities, projects, and achievements]. She consistently demonstrated strong leadership qualities and a keen ability to collaborate effectively within diverse teams.

Her contributions greatly benefited our organization, particularly in [specific achievements or initiatives]. She possesses strong communication skills and has a remarkable ability to think critically and solve problems efficiently.

We wish her the best in her future endeavors and are confident that she will excel in any professional capacity she chooses to pursue.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]