

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to certify that [Employee's Name] was employed with [Company Name] as a [Job Title] from [Start Date] to [End Date]. During her time with us, she demonstrated exceptional skills and professionalism in her role.

[Employee's Name] was responsible for [list key responsibilities and tasks], and she consistently exceeded expectations. Her ability to [mention specific skills or accomplishments] greatly contributed to our team's success.

[He/She/They] maintained a positive attitude and fostered a collaborative work environment. [His/Her/Their] attention to detail and dedication helped in [mention specific projects or outcomes].

We are grateful for [Employee's Name]'s contributions to our company and wish her all the best in her future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]