

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This is to formally acknowledge that [Employee's Name] was employed with [Company Name] from [Start Date] to [End Date] as a [Job Title].

During her tenure, [Employee's Name] demonstrated exceptional skills in [specific skills or responsibilities]. She contributed significantly to [specific projects or contributions] and showcased an ability to [mention any relevant strengths, such as teamwork, leadership, etc.].

We appreciate her professionalism, dedication, and the positive impact she made on our team. We wish her all the best in her future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]