

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal recognition of [Employee's Name]'s employment with [Company Name] from [Start Date] to [End Date]. During this period, [Employee's Name] held the position of [Job Title] and demonstrated exceptional skills and dedication throughout her time here. [Employee's Name] was involved in various projects that showcased her ability to [specific skills or contributions]. She consistently exhibited a strong commitment to teamwork and collaboration, significantly enhancing our work environment.

In addition to her technical skills, [Employee's Name] brought a unique perspective to our team, effectively addressing challenges and contributing to solutions that catered to a diverse clientele. Her natural leadership abilities shone through as she mentored new employees and supported her colleagues.

We appreciate [Employee's Name]'s contributions and wish her the best in her future endeavors. We are confident that she will excel in any role she undertakes.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]