

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally confirm the professional experience of [Employee's Name] during her tenure with [Company Name] from [Start Date] to [End Date].

During her time with us, [Employee's Name] held the position of [Job Title] and was responsible for [Brief Description of Responsibilities/Tasks]. She consistently demonstrated exceptional skills in [Mention Specific Skills or Areas of Expertise], leading to [Describe Positive Outcomes or Contributions].

[Employee's Name]'s work ethic, dedication, and ability to work collaboratively with colleagues were invaluable to our team. Her contributions resulted in [Mention Achievements, Projects Completed, or Goals Met].

We are proud of her accomplishments and believe she will be a significant asset to any organization she chooses to join.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information regarding her performance and experience.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]