

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to confirm that [Employee Name] was employed with us at [Company Name] from [Start Date] to [End Date] as a [Job Title].

During her time with us, she demonstrated exceptional skills in [specific skills or responsibilities relevant to the job], contributing significantly to our team and the overall success of the organization.

[Employee Name] excelled in [specific projects, tasks, or achievements], showcasing her dedication and professionalism. Her ability to [mention soft skills or attributes, e.g., collaborate with team members, handle difficult situations, etc.] made a positive impact on our work environment.

We appreciate [Employee Name]'s commitment and the innovation she brought to her role. We are confident that she will be a valuable asset in her future endeavors.

Should you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]