

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] has been employed with [Company Name] from [Start Date] to [End Date] as a [Job Title]. During her tenure, she demonstrated exceptional skills in [specific skills or tasks], contributing significantly to our team and organization.

[Employee's Name] was responsible for [describe specific responsibilities], and she consistently displayed professionalism, dedication, and a strong work ethic. Her ability to [mention specific achievements or contributions] was particularly notable.

We sincerely appreciate her hard work and contributions during her time with us. We wish her the best in her future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]