

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],
Subject: Good Conduct Letter

I am writing to confirm that [Employee's Name] has been employed with us at [Company's Name] from [Start Date] to [End Date]. During this period, [he/she/they] has consistently demonstrated excellent conduct and professionalism in all interactions.

[Employee's Name] has shown great responsibility, teamwork, and dedication, contributing positively to our work environment.

[He/She/They] has been reliable and punctual, adhering to all company policies and procedures.

We have no hesitation in recommending [Employee's Name] for [specific position or opportunity]. We wish [him/her/them] every success in [his/her/their] future endeavors.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]
[Your Position]
[Company's Name]