

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to attest to the professional conduct of [Employee's Name] during their tenure at [Your Company/Organization Name].

[Employee's Name] joined our team on [Start Date] and has consistently demonstrated exemplary conduct and professionalism throughout their time with us. [He/She/They] has shown dedication to [his/her/their] work, consistently meeting or exceeding expectations in [specific tasks or responsibilities].

In addition to [his/her/their] skills and work ethic, [Employee's Name] has maintained positive relationships with colleagues and clients alike, embodying the core values of our organization. [Provide specific examples of positive interactions, contributions, or behaviors that reflect good conduct.]

I have no hesitation in asserting that [Employee's Name] is a valuable asset and has displayed nothing less than professional integrity and respect in all dealings.

Should you require any further information or specifics, please feel free to contact me directly.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Company/Organization Name]