

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to formally confirm that [Employee's Name] was employed at [Company Name] as an HZ Tester from [Start Date] to [End Date].

During this period, [he/she/they] was responsible for the following key duties:

- Conducting comprehensive testing of HZ products to ensure quality and compliance with specifications.
- Developing and executing test plans, test cases, and test scripts.
- Identifying, documenting, and tracking defects, and collaborating with the development team to resolve issues promptly.
- Participating in design reviews to provide input on functional requirements and testability.
- Analyzing test results and generating detailed reports to communicate findings to stakeholders.

[Employee's Name] demonstrated exceptional skills in problem-solving and analytical thinking, contributing significantly to our testing processes and overall product quality. [He/She/They] consistently delivered results on time and actively participated in team discussions to improve our testing methodologies.

We wish [Employee's Name] all the best in [his/her/their] future endeavors and are confident that [he/she/they] will bring the same level of dedication and expertise to any role [he/she/they] undertakes.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]