

[Your Company Letterhead]

[Date]

To Whom It May Concern,

This letter serves to confirm that [Employee's Name] was employed at [Company Name] from [Start Date] to [End Date] as a [Job Title]. During this period, [he/she/they] was engaged in outdoor work responsibilities which included:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

[Employee's Name] demonstrated skills in [mention specific skills relevant to outdoor work, e.g., teamwork, problem-solving, physical stamina, etc.] and contributed significantly to our projects and objectives during [his/her/their] tenure.

We wish [Employee's Name] all the best in [his/her/their] future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]