

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm that [Employee Name] was employed at [Your Pharmacy Name] as a Pharmacy Technician from [Start Date] to [End Date]. During their time with us, [Employee Name] demonstrated a strong commitment to providing excellent customer service and supporting the pharmacy staff in various operational tasks.

[He/She/They] was responsible for accurately dispensing medication, managing inventory, assisting customers, and maintaining records in compliance with pharmacy regulations. [Employee Name] also excelled in handling prescription orders, processing insurance claims, and ensuring a clean and organized work environment.

[His/Her/Their] attention to detail and ability to work under pressure were commendable, making [him/her/them] a valuable member of our team. We appreciate the contributions [Employee Name] made to our pharmacy and wish [him/her/them] the best in their future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Your Pharmacy Name]