

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the employment of [Employee's Name] who worked with us at [Your Company] from [Start Date] to [End Date]. During this time, [he/she/they] held the position of [Employee's Job Title] in the [Employee's Department].

[Employee's Name] was responsible for [briefly describe key responsibilities and tasks], and demonstrated [specific skills or qualities]. [He/She/They] consistently [highlight accomplishments or contributions].

I can confirm that [Employee's Name] is a reliable and dedicated professional. [He/She/They] contributed positively to our team and was respected by colleagues and management alike.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]