

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally confirm the work experience of [Employee's Name], who was employed at [Company Name] from [Start Date] to [End Date]. During this time, [he/she/they] held the position of [Job Title].

[Employee's Name] successfully [describe specific duties, responsibilities, and accomplishments]. [He/She/They] demonstrated [skills/qualities], which contributed positively to our team.

If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Phone Number]
[Company Email Address]