

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Work Experience Verification for [Employee's Name]

This letter is to confirm that [Employee's Name] was employed at [Your Company Name] from [Start Date] to [End Date] as a [Employee's Job Title]. During their tenure, [he/she/they] excelled in [brief description of job responsibilities and tasks].

[Employee's Name]'s performance was characterized by [mention key attributes, skills, or accomplishments]. [He/She/They] contributed significantly to [specific projects or contributions].

If you require any additional information regarding [Employee's Name]'s work experience or performance, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]