

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of Work Experience

This letter is to confirm that [Employee's Name] worked with us at [Company/Organization Name] from [Start Date] to [End Date]. During this period, [he/she/they] held the position of [Employee's Job Title] and was responsible for [briefly describe responsibilities or projects].

[Employee's Name] demonstrated [mention skills, strengths, or accomplishments]. [He/She/They] was an asset to our team and contributed positively to our work environment.

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

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company/Organization Name]

[Your Contact Information]