

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal confirmation of [Employee Name]'s employment with [Company Name] from [Start Date] to [End Date]. During their tenure, [Employee Name] held the position of [Job Title]. Throughout their time with us, [Employee Name] demonstrated [mention key skills or responsibilities, e.g., strong communication skills, ability to work in a team, etc.]. They contributed to [specific projects or tasks] and showed a keen ability to [mention any relevant achievements or contributions].

We appreciate [Employee Name]'s dedication and efforts during their employment, and we believe that they will bring the same level of enthusiasm and commitment to their future endeavors.

Should you require any further information, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]