

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally acknowledge my work experience at [Company's Name] from [start date] to [end date]. I am grateful for the opportunity to learn and grow during my time with the team.

I appreciate the guidance and support provided, which has greatly contributed to my professional development. Thank you for this invaluable experience.

Sincerely,
[Your Name]