

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm that [Employee's Name] has been employed with [Company Name] from [Start Date] to [End Date] as a [Employee's Position]. During their time with us, [he/she/they] demonstrated exceptional skills in [specific skills or areas of expertise]. [Employee's Name] played a key role in [brief description of projects or tasks], contributing to [specific outcomes or achievements]. [His/Her/Their] ability to [mention a relevant quality or skill] greatly impacted our team's success.

Furthermore, [he/she/they] consistently exhibited professionalism, teamwork, and a positive attitude that uplifted the work environment. [Employee's Name] is a [reliable/committed/enthusiastic] professional, and I am confident that [he/she/they] will be a valuable asset to any future employer.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]