

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] was employed at [Company Name] from [Start Date] to [End Date] as a [Job Title]. During their tenure, [he/she/they] was responsible for [briefly describe job responsibilities], and [he/she/they] demonstrated skills such as [list key skills or contributions].

[Employee's Name] proved to be a valuable asset to our team, and we appreciate the positive impact [he/she/they] had during [his/her/their] time with us.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]