

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm the employment of [Employee Name] who worked at [Company Name] as a [Job Title] from [Start Date] to [End Date]. During this period, [he/she/they] demonstrated exceptional skills and a strong work ethic.

[Employee Name] was responsible for [briefly describe job duties and responsibilities]. [He/She/They] consistently performed well in [describe specific achievements, projects, or contributions].

[Employee Name] possesses [mention relevant skills, qualities, or certifications] and has shown [mention personal attributes like teamwork, leadership, etc.].

I believe that [Employee Name] would be a valuable asset in [his/her/their] future endeavors, and I fully support [his/her/their] application for [mention purpose, e.g., immigration].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]