

# Employment Confirmation Letter

**Date:** [Insert Date]

**To Whom It May Concern,**

This letter is to confirm that **[Employee's Name]** was employed with **[Company Name]** from **[Start Date]** to **[End Date]**.

During their tenure, **[Employee's Name]** held the position of **[Job Title]** and was responsible for **[Brief Description of Duties]**.

We can confirm that their performance was **[Performance Summary]**, and they were a valued member of our team.

If you require any further information, please feel free to contact us at **[Contact Information]**.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[Company Name]**  
**[Company Address]**  
**[Phone Number]**  
**[Email Address]**