

Professional Credentials Verification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the professional credentials of [Employee Name] for employment verification purposes. [Employee Name] has been employed with us as [Employee Position] from [Start Date] to [End Date]. During this time, they have displayed exemplary performance and professionalism.

Details of their credentials include:

- Degree: [Degree Name] from [University Name] achieved in [Year]
- Certifications: [List of Certifications]
- Years of Experience: [Number of Years]

If you require any further information or clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]