

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify that [Employee's Name] has been employed with [Your Company Name] from [Start Date] to [End Date] as a [Job Title]. During their tenure, they demonstrated exceptional skills in [specific skills or responsibilities].

Should you require any further information regarding [Employee's Name]'s employment with us, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]