

# Employment Reference Confirmation

Date: [Insert Date]

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to confirm the employment reference for [Employee's Name]. [He/She/They] worked with us at [Your Company Name] from [Start Date] to [End Date] as a [Employee's Job Title]. During this period, [Employee's Name] demonstrated excellent [skills/attributes relevant to the job].

Please feel free to reach out if you require any further information.

Best regards,  
[Your Name]  
[Your Job Title]