

Work Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Employee's Full Name] was employed at [Company Name] from [Start Date] to [End Date]. During this period, [he/she/they] held the position of [Job Title].

During [his/her/their] tenure, [Employee's First Name] was responsible for the following duties:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

If you require any further information regarding [Employee's First Name]'s employment, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]