

Reference Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Applicant's Name] has applied for the position of [Job Title] at [Company Name], and has listed me as a reference.

I have worked with [Applicant's Name] at [Previous Company/Organization] for [Duration] and can attest to their skills and qualifications. [Provide a brief description of the applicant's performance and character].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]