

Date: _____
To: _____
Address: _____

Dear Sir or Madam,

This letter is to confirm that _____ has been employed at
_____ from _____ to
_____ as a _____.

[Insert your comments on the applicant's role, responsibilities, skills, achievements, attitude, and work ethic.
Provide specific examples if possible.]

During their time with us, _____ demonstrated professionalism and
dedication. We found them to be reliable, hard-working, and committed to delivering quality results.

I am confident that _____ will be a valuable asset to any organization. I
recommend them without reservation.

Please feel free to contact me for further information.

Sincerely,

Name: _____
Title: _____
Organization: _____
Contact: _____