

**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:** \_\_\_\_\_