

Professional Reference Letter Sample (with Employment Verification)

[Your Name]
[Your Position/Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I am writing to provide a professional reference and employment verification for **[Employee's Name]**, who was employed at **[Company/Organization Name]** from **[Start Date]** to **[End Date]**. During this time, **[Employee's Name]** held the position of **[Job Title]**.

[Employee's Name] was responsible for the following key duties and responsibilities:

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

Throughout their tenure, **[Employee's Name]** consistently demonstrated professionalism, strong work ethic, and exceptional skills in **[list relevant skills or areas of expertise]**. Their contributions to the team included:

- [Highlight of Achievement/Performance 1]
- [Highlight of Achievement/Performance 2]

[Employee's Name] left our organization in good standing, and I highly recommend them for any professional opportunities or further employment. If you require additional information or verification of employment details, please do not hesitate to contact me at **[Phone Number]** or **[Email Address]**.

Sincerely,
[Your Name]
[Your Position/Title]
[Company/Organization Name]