

Reference Letter with Employment Verification

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally confirm the employment of **[Employee Name]**, who was employed with **[Company Name]** from **[Start Date]** to **[End Date]** as a **[Job Title]**.

During their tenure at our company, **[Employee Name]** was responsible for the following duties and responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Add more bullet points as necessary]

[Employee Name] consistently demonstrated professionalism, reliability, and a strong work ethic. Their contributions were an asset to our team, and their ability to work collaboratively and independently was highly valued by both colleagues and management.

I am confident that **[Employee Name]** will bring the same level of dedication and skill to any future role. Should you require any additional information regarding their employment, please feel free to contact me at **[Contact Information]**.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]