[Company Letterhead]

[Date]

[Recipient Name or "To Whom It May Concern"]
[Recipient Address]
[City, State, Zip Code]

Subject: Employment Verification and Reference for [Employee Name]

Dear [Recipient Name],

This letter is to confirm that [Employee Name] was employed at [Company Name] from [Start Date] to [End Date/Present]. During this period, [Employee Name] held the position of [Job Title].

In this role, [Employee Name] was responsible for [briefly list 2-3 key responsibilities]. Throughout their tenure, they demonstrated [list 2-3 positive traits, e.g., strong technical skills, reliability, and leadership].

[Employee Name] was a valued member of our team. Their contributions significantly helped our department achieve [mention a specific goal or project]. I can confirm that they [voluntarily resigned / were laid off due to restructuring] and left our company in good standing.

We recommend [Employee Name] for future employment and believe they will be an asset to any organization. If you require any further information, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Name]
[Your Job Title]
[Company Name]