

[Company Letterhead]

[Date]

To Whom It May Concern,

I am writing this letter to confirm that [Employee Full Name] was employed at [Company Name] from [Start Date] to [End Date]. During this period, [Employee Name] held the position of [Job Title].

In [his/her/their] role, [Employee Name] was responsible for [list 2-3 key responsibilities]. [He/She/They] consistently performed these duties with professionalism and contributed significantly to our team.

[Employee Name]'s departure from the company is the result of a formal corporate reorganization and workforce reduction. This separation is in no way a reflection of [his/her/their] individual performance, work ethic, or character. Due to a restructuring of our [Department Name/Operations], several positions, including [Employee Name]'s, were unfortunately eliminated.

We appreciate the contributions [Employee Name] made during [his/her/their] tenure. [He/She/They] is a dedicated professional, and we would be pleased to recommend [him/her/them] for future employment opportunities.

If you require any further information, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]