

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

To Whom It May Concern,

I am writing to formally confirm the employment details and job responsibilities of [Former Employee Name] during their tenure at [Company Name].

Employment Period: [Start Date] to [End Date]

Last Position Held: [Job Title]

In their role as [Job Title], [Former Employee Name] was responsible for the following duties:

- [Duty 1: e.g., Managing a team of 5 software developers]
- [Duty 2: e.g., Overseeing the monthly financial reporting process]
- [Duty 3: e.g., Developing and implementing marketing strategies]
- [Duty 4: e.g., Maintaining client relationships and processing orders]
- [Duty 5: e.g., Troubleshooting technical issues and providing customer support]

During their time with us, [Former Employee Name] demonstrated [mention 1-2 key traits, e.g., strong analytical skills and a professional demeanor]. They were a valued member of the team.

Should you require any further information or verification, please feel free to contact me directly.

Sincerely,

[Signature]

[Your Printed Name]
[Company Name]