[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Subject: Employment Verification and Reference for [Employee Name]

To Whom It May Concern,

I am writing to formally verify the employment of **[Employee Name]** at **[Your Company Name]**. [Employee Name] was employed with us from **[Start Date]** to **[End Date]**.

During their tenure, [Employee Name] held the position of **[Job Title]**. Their primary responsibilities included [briefly list 2-3 key duties].

In addition to verifying their employment details, I would like to offer a professional recommendation. [Employee Name] consistently demonstrated [mention a key skill, e.g., strong analytical skills, leadership, or reliability]. They were a valued member of the team and contributed significantly to [mention a specific project or achievement].

[Employee Name] left the company on good terms, and I believe they would be an asset to any organization they join. If you require any further information or have specific questions regarding their performance, please feel free to contact me directly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Your Phone Number]
[Your Email Address]