

Date: \_\_\_\_\_

To Whom It May Concern,

We are pleased to confirm that Mr./Ms. \_\_\_\_\_ was employed at \_\_\_\_\_  
(Company Name) as \_\_\_\_\_ (Designation) from \_\_\_\_\_ (Date of Joining) to  
\_\_\_\_\_ (Date of Leaving).

During his/her time with us, Mr./Ms. \_\_\_\_\_ consistently demonstrated strong skills and  
dedication in his/her work. He/She consistently met or exceeded the expectations of his/her role  
and was a valuable member of our team.

We are confident that Mr./Ms. \_\_\_\_\_ will be an asset to any organization and we wish  
him/her all the best in his/her future endeavours.

Sincerely,  
[Your Name]  
[Your Designation]  
[Company Name]