[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: CONFIRMATION OF EMPLOYMENT AND RECOMMENDATION**

To Whom it May Concern:

This letter serves to confirm that [NAME] has been employed by [YOUR COMPANY NAME] for a period of [PERIOD]. During this time, [HE/SHE] has been instrumental in streamlining our [SPECIFICY DEPARTMENT OR PROCESS]. [HIS/HER]experience in [SPECIFY] has been a very valuable asset, one that can certainly be of great value to any company utilising [HIS/HER] services. [HE/SHE] has displayed great leadership skills and a unique ability to identify and solve problems. [NAME] is loyal and always places the welfare of the company above all else. [HIS/HER] long hours and patience with employees under [HIM/HER] and with management, not to mention [HIS/HER] great customer relations skills, make [HIM/HER] an ideal employee. If available, [HE/SHE] can certainly count on re-employment with our firm, should the opportunity arise.

Any company considering this individual for employment has my most enthusiastic recommendation. As [HIS/HER] performance has indicated, [HE/SHE] is destined to achieve new heights in [HIS/HER] career and set new records for [HIS/HER] future employer, as [HE/SHE] did here.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]