[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: VERIFICATION OF EMPLOYMENT AND LETTER OF RECOMMENDATION**

TO WHOM IT MAY CONCERN:

This letter serves to confirm that [NAME] has been employed by [COMPANY NAME] for approximately [DURATION]. During HIS/HER tenure of employment, HE/SHE has displayed a unique ability to identify and solve problems. HE/SHE has been instrumental in the streamlining of our [NAME OF DEPARTMENT] department. HIS/HER experience in the [DETAILS] area has been a valuable asset, one which can be of great value to any company utilising HIS/HER services. HE/SHE is loyal and always places the welfare of the company above all else. HIS/HER long hours and HIS/HER patience with employees under HIM/HER and with management 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. If HIS/HER performance here is any indication, 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