**[Your Name]**

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient Name]**

[Recipient Company]

[Recipient Address]

[City, State ZIP Code]

**Subject: Employee Certification Letter**

**Dear [Recipient's Name],**

This letter is to confirm that **[Employee's Name]** worked as **[Job Title]** for **[Company Name]** from **[Start Date]** to **[End Date]** **(or "is currently employed as" if still working).** **[Employee's Name]** has regularly shown a strong work ethic and a dedication to excellence in their position during this time.

**[Employee's Name]** has always been an essential component of our team, demonstrating remarkable abilities in **[specific skills or duties]**. They have routinely met or surpassed performance standards and gotten favorable feedback from peers and superiors.

Along with **[his/her]** professional qualifications, [Employee's Name] has demonstrated a good attitude and a strong work ethic that others have recognized. [He/She] has always been a team player with solid communication and interpersonal abilities. We do not doubt that **[Employee's Name]** will be an asset to any organization they join in the future.

We'd like to take this opportunity to thank **[Employee's Name]** for their contributions to our organization and wish them well in their future pursuits.

**Sincerely,**

**[Your Signature]**

**[Your Typed Name and Title]**