

Company Name
Company Address
City, State, ZIP Code
Phone: (xxx) xxx-xxxx
Email: info@company.com

Date: June 12, 2024

To Whom It May Concern,

Reference Confirmation Letter for Third-Party Verification

This letter is to confirm that [Full Name of Individual] was employed with [Company Name] from [Start Date] to [End Date] as a [Job Title].

During their tenure, [Employee Name] was responsible for the following duties and responsibilities:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

Based on our records, [Employee Name] demonstrated professionalism and carried out their duties satisfactorily.

This confirmation is provided upon the request of [Employee Name] for the purpose of third-party verification only. Please contact us should you require further clarification.

Sincerely,

[Name of Authorized Person]

[Designation]

[Company Name]

[Phone Number]

[Email Address]

Important Notes:

- This document is issued solely for verification and reference purposes.
- The information is accurate as per the records maintained by the company.
- No confidential or evaluative information about the individual is included.
- Recipients should verify the authenticity of this letter with the issuing company if required.