

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.