***[Insert your address]***

***[Insert date]***

RE: ***[Insert employees name]***

To whom it may concern

This letter is to verify that ***[Insert employees name]*** has been employed by ***[me / us / company name]*** from ***[Insert date]*** to ***[Insert date]*** in the position of ***[Insert position]***.

During this period the main duties of [***Insert employees name]*** were:

For a verbal reference please call me on ***[Insert phone number]***.

Sincerely,

***[Insert your name]***

***[Insert your position in the company]***

***[Insert the company name]***

**COMPANY LOGO**

**BUSINESS NAME HERE**