**Company Letterhead**

**<Company Name>**

**<Name>**

**Address**\_\_\_\_\_\_\_\_\_\_\_\_\_

To whom it may concern

I hereby verify that <Name> has been working in our organization from the period of <Start Date> to <End Date>. While employed with <Company Name>. Her responsibilities have included interacting with our clients and providing them with information on the steel product we distribute. She has done a fantastic job completing these tasks, and she has always been on time and professional during his tenure here.

She left us on <End Date> to pursue further education, and is now back looking for a job, we would rehire her, but she is looking for something different than what we can offer. We wish her every success in life.

**Sincerely**

**<Name>**

**<Job Title>**

**<Company Name>**