

Employment reference letter

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<DATE>

**Subject: <NAME OF EMPLOYEE> - Confirmation of employment**

Dear <organisation asking for reference letter> OR <To whom it may concern>,

I am writing you to confirm that <NAME OF EMPLOYEE> has worked for <COMPANY NAME> as <ROLE TITLE> from <START DATE> to <TERMINATION DATE>.

Please do not hesitate to contact us if you have any questions by sending an email to <HR INBOX>.

Yours sincerely,

<HR NAME  
HR TITLE>