[to be placed on Company letterhead]

[date]

Dear Sir / Madam

**Re: Confirmation of employment**

This letter is to confirm that [Applicant’s name] was employed by [employer’s name] from [date of employment commencement] until [date of employment cessation] in the position(s) of [job title].

[Applicant’s name]’s main duties are/were as follows:

[List duties]

* Duty
* Duty
* Duty
* Duty

We trust that this information is suitable for your purposes.

Sincerely,

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[Signature]

[Title of Authorised representative]

[Contact details of Authorised representative]