[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

To Whom It May Concern:

This letter is to certify that [Employee Name] has been employed with [Company Name] from [Start Date] to [End Date] as [Job Title].

As an [Job Title], [Employee Name] was responsible for [brief description of job duties].

If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Signature]