

# Former Employee Reference Confirmation

Date: \_\_\_\_\_

**To Whom It May Concern,**

This letter is to confirm that \_\_\_\_\_ was employed at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ in the position of \_\_\_\_\_.

To the best of our knowledge, during their employment, \_\_\_\_\_ consistently demonstrated professional conduct and fulfilled the duties and responsibilities of their role.

If you require any additional information regarding the employment of the above-named individual, please do not hesitate to contact our office.

**Sincerely,**

\_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_