

# 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:** \_\_\_\_\_