



## Letter of Recommendation

[Referee's Name]

[Referee's Job Title]

[Company Name]

[Date]

To whom it may concern,

I am writing to verify the employment of [employee's full name] at [company name]. [Employee's full name] was employed with us from [start date] to [end date] in the capacity of [employee's job title].

During [his/her/their] time at [company name], [employee's full name] had the following responsibilities:

- [Task or responsibility 1]
- [Task or responsibility 2]
- [Task or responsibility 3]

If you require any additional clarification on [employee's full name]'s role and responsibilities, please feel free to contact me at [email address] or [phone number].

Sincerely,

[Your name]

[Your job title]



[Company Address]  
[City, State, Zip Code]

[Referee's Email Address]  
[Referee's Phone Number]

# Sample Letters Of Skills

**Lingjun Ying**



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