Place:

Date:

**To Whom It May Concern**

The purpose of writing this letter is to confirm that Mr./Ms. **[Employee name]** has worked in our company from **DD/MM/YYYY** to **DD/MM/YYYY**.

During the above period, He/she was hardworking, energetic, and possess excellent communication skills.  His/her job functions include

* Creating, executing, and managing marketing events.
* Doing cold calling and identifying sales opportunities.
* Negotiating and closing the deals.
* Following up with the customers.
* Responsible for revenue targets.

We wish him/her good luck in all future endeavours.

For the **[the company name]**

Authorized Signatory.