**To Whom It May Concern**

The purpose of writing this letter is to confirm that «Employee\_Salutation». **«Employee\_Full\_Name»** has worked in our company from **«Employee\_Date\_of\_Joining»** to **«Employee\_Date\_of\_Leaving»**.

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 **«Employer\_Name»**

Authorized Signatory.

Place: «Employer\_City»

Date: «Current\_Date»