To

[The Recipient]  
[Designation]  
[Company Name]

**RE: Verification of job experience for [X] during [XYZ]**

To Whom It May Concern

It is to certify that Miss Jane Doe has worked as Assistant Buyer at our prestigious store, ABC Apparel, from March 202X to October 202X.

She is a dedicated individual with a serious attitude toward her job. Miss Doe possesses impressive interpersonal skills. At the same time, her friendly nature and convincing style have helped her gain loyal customers.

During her 2 years with us, she has been dealing with clients who belong to the upper class. She has always demonstrated respectful behavior and sophisticated mannerism appropriate for the affluent customers who visit our store. She perfectly understands their requirements and general preferences. She is, therefore, well-experienced to work in any high-end store.

It has been a pleasure having her work for us. We wish her luck in her future career path.

Please get in touch with us if you need further information.

Sincerely,

[Your Name]  
[Designation]  
[Company Name]

Date [XX/YY/20XX]