

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Subject: Information Technology Proficiency Verification Letter

To Whom It May Concern,

This letter serves to formally verify the Information Technology (IT) proficiency of [Employee Name]. [Employee Name] has been employed with [Company Name] since [Start Date] in the position of [Job Title].

During their tenure, [Employee Name] has demonstrated advanced technical skills and professional competence in the following areas:

- [Specific Skill/Software/Programming Language]
- [Specific Skill/Hardware/Network Management]
- [Specific Skill/Cybersecurity/Database Management]

We confirm that [Employee Name] has successfully utilized these technologies to complete [Brief Description of Key Projects or Daily Tasks]. Their ability to adapt to new systems and troubleshoot complex technical issues has been an asset to our organization.

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information regarding their technical qualifications.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]