

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Hiring Manager Name]
[Company Name]
[Company Address]

Subject: Portfolio Work Verification for [Candidate Name]

To whom it may concern,

I am writing to verify that [Candidate Name] was responsible for the design work presented in their portfolio for the period of [Start Date] to [End Date] during their time at [Current/Previous Company Name].

Specifically, I confirm their direct involvement in the following projects:

- [Project Name 1]: [Brief description of candidate's role, e.g., Lead UI Designer]
- [Project Name 2]: [Brief description of candidate's role, e.g., Brand Identity Designer]
- [Project Name 3]: [Brief description of candidate's role, e.g., Layout and Print Designer]

The work included in their portfolio accurately reflects their individual contributions, technical skills, and creative execution. [Candidate Name] was a key member of our creative team and adhered to all professional standards during their tenure.

If you require further information regarding these projects or the candidate's performance, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Your Printed Name]
[Your Title/Position]