

[Company Letterhead/Logo]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

Subject: Employment Verification and Professional Reference for [Candidate Name]

To Whom It May Concern,

I am writing to formally verify the employment of [Candidate Name] and provide a professional reference regarding their tenure at [Current/Former Company Name]. [Candidate Name] served as our Senior Legal and Compliance Director from [Start Date] to [End Date/Present].

In this capacity, [Candidate Name] was responsible for overseeing our global legal strategy, corporate governance, and regulatory compliance frameworks. They played a critical role in managing complex litigation, drafting high-value commercial contracts, and ensuring adherence to international data privacy and financial regulations.

During their tenure, [Candidate Name] demonstrated exceptional leadership and a deep understanding of the legal landscape. They successfully [mention a specific achievement, e.g., overhauled the compliance monitoring system / led a successful merger acquisition]. Their ability to balance legal risk with business objectives made them an invaluable asset to our executive leadership team.

I can confirm that [Candidate Name] is a professional of high integrity and possesses the sophisticated legal expertise required for a senior executive role. We would certainly re-employ them should the opportunity arise.

If you require any further information or specific details regarding their performance, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]