

{Company Letterhead}

Date of Issue: 25 December 2021

TO WHOMSOEVER IT MAY CONCERN

This is to inform whomsoever it may concern that {employee full name} was a full-time employee for {Company name}, working in the role of a {employee official designation} in the XX Department from {starting date} to {last working date}.

During their time at {company name}, Mr./Ms. {employee surname} exhibited incredible professionalism and diligence in their role. They were able to satisfactorily execute all the tasks delegated to them, which included {roles and responsibilities}. He/She/They was/were an incredible team player and showed great proficiency in problem-solving and communicating with their team and beyond.

We, at {company name}, wish him/her/them all the luck in their future professional endeavors and hope that they can grow into the successful professional they have always strived to be.

Sincerely,

{Name of Authorized Signatory}

(Designation of Authorized Signatory)

{Company Seal}

{Name and address of organization}