

Ref No. _____

Date _____

To Whomsoever It May Concern

Mr./Mrs./Mrs. _____ worked as _____ (designation) _____ (department) with us **from** _____ **to** _____. During **his/her** tenure in our company we found **him/her** dedicated and professional. At the time of leaving the company **his/her** monthly gross salary is _____.

We wish **him/her** good luck in his/her future endeavors.

For _____

Authorized Signatory.