

Date: _____

To Whom It May Concern

Mr./Ms. _____ was employed with _____ (company name) from _____ to _____. During his/her tenure with us, he/she ably handled major responsibilities in _____. His/her major responsibilities included

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His/her gross emoluments at the time of leaving _____ (company name) was Rs. _____/-

We have found him/her to be a self starter who is motivated, duty bound, a highly committed team player with strong conceptual knowledge of _____ (domain name

We wish him/her all success in his/her future endeavors.

Manager- HRD