Company letter head/ Logo

TO WHOM IT MAY CONCERN

We are pleased to write this letter to inform you that the applicant named ……………… had been working for us, [name of the Organization], in his/her capacity as [position] for ………….. years/months (from ……….. to …………..).

During his/her tenure in the office with our Organization, he/she participated in performing the work with determination and sincerity. As we observed, he/she was an active and very qualified person and he/she could perform all of assigned tasks effectively. Besides, in my opinion, he/she was a motivated, devoted, professional, hard-working, and innovative person. He/she contributed much to our organizational goals and targets and his performance was proven to be among the most effective in our organization.

Moreover, Mr./Mrs./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ demonstrated excellent behavior and attitude during his/her service with us. We found him/her be sincere, truthful, reliable and sociable. He/she was also a pleasant person to talk and work within a team.

His/her decision to leave our organization was his/her sole decision, however, we still hope she will succeed in any path of career.

Yours faithfully,

[Name and Signature of HR personnel/manager]