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