

Company Name

Street Address, City, ST ZIP Code
Telephone
Email

Date

Dear Recipient Name,

This is to inform whomsoever it may concern and certify that Name was working as a full-time employee with ABC Group Inc, Address, Tamil Nadu, India as Operations Manager in the Operations Department from 03/2000 to 11/2018 as per the personnel files and company's employment record. During his employment, we found Mr./Ms. Your Name to be a professional, knowledgeable and result oriented with theoretical and practical understanding of work requirements. He has successfully completed many job-related training programmes administered by the training department of the company. He has a friendly, outgoing personality, very good sense of humor and works well as an individual or member of a team as required by the management. Overall, Mr./Ms. Your Name performed his duties and responsibilities cheerfully with attention to detail at all times. With his enthusiasm to work, learn and progress, I am certain that he would make a great employee to any enterprise. Please feel free to contact us if you have specific questions regarding his employment. On behalf of the company, I take this opportunity to wish Mr./Ms. Your Name all the very besting his future career endeavors.

Warm regards,
Name