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.