[COMPANY LETTERHEAD]

**TO WHOM IT MAY CONCERN:**

[DATE]

**RE: LETTER OF EMPLOYMENT REFERENCE FOR [NAME]**

To Whom It May Concern:

I write in respect of the above mentioned employee who was employed with us as [INSERT TITLE] as a Permanent/Contract Employee, full time employee from [DD/MM/YY – DD/MM/YY].

He / She worked as a full time employee for 40 hours per week, with a salary of Rs 20,000 and was employed within our [INSERT CITY], India branch.

[INSERT INFORMATION ABOUT THE COMPANY PROFILE]

[NAME] performed the following duties on an everyday basis:

* [LIST DUTIES]

Remember, the duties must list the technical and practical knowledge you have. Good examples of a list of duties can be found here:

* Close collaboration with QA, Enterprise Reporting and System Integration teams in driving the enterprise projects
* Liaise and support Business Analyst team in requirements feasibility studies and discussions
* Design and implement feature enhancements supporting the business processes for the core enterprise systems: Oracle BPM, Oracle ECM, Oracle Agile PLM, SAP, Salesforce.com, Confluence, Jira
* Re-prioritize designs and/or dependencies to respond to new or emerging competitive threats in the market
* Account for the performance, operation, and serviceability of the system
* Proactively identify and implement code enhancements or optimizations for a system that enables improvements in performance, scalability, security, and/or reliability
* Debug a system problem (e.g. asynchronous networking or database deadlock) and resolve difficult debugging issues across a system
* Ensure serviceability and backwards compatibility of fixes across multiple releases by designing helpful methods, tools, and/or processes
* Ensure that best practices for architecture, design, and development were in-place for the system before coding starts
* Develop or improve the engineering system to enable higher-quality tools and products to be developed and delivered; identifies risks, costs, and opportunities for improvement
* Successfully lead and integrate a feature/function through system life cycle (e.g. integration, customer feedback, release, and engineering phases)

Although the above may not relate to your current occupation it should give you a good idea of the in-depth information we require about your duties.

His / her knowledge and technical expertise span across the following in which he/she works with on an everyday basis:

Database: MySQL, Oracle [INSERT]  
Software: Microsoft SQL Server, Visual Studio .NET [INSERT]  
Languages: C#, JAVA [INSERT]

If you should require any further information please do not hesitate to contact me.

Yours Sincerely,

[NAME]  
[DESIGNATION]  
[CONTACT EMAIL AND TELEPHONE]