# THIS IS ONLY A SAMPLE LETTER TO HELP YOU PREPARE THE ACTUAL REQUIRED LETTER

ABC Ltd.

**Comment [a1]:** Company Letter Head

**ABC Limited**

14 floor, tower D

New Delhi 120021,

India

# November 28, 2014

To Whom It May Concern

# Re: Mr. Xyz Employment with ABC Ltd.

I confirm that Mr.Xyz is currently employed as a full time **Manager-Administration & Operations** for ABC Ltd. and has been working here from March 2007 to till date.

**Comment [a2]:** Introduction – Must include Your Name & designation & exact work duration

ABC Ltd. is a global management consulting firm that uses strategic insight, tailored solutions and a collaborative working style to help clients achieve sustainable results since1926,we have been trusted advisors on CEO ,agenda issues to the world’s leading corporations across all major industries.

**Comment [a3]:** Letter Must contain short description about the organization

ABC Ltd.’s offices are located in major business center in 36 countries.

**Comment [a4]:** Optional description

Mr. Xyz’ s Gross Salary is Rs: 2,50,000 per annum

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| **Comment [a5]:** Mandatory Component – Ref letter must include last drawn or current salary details preferably in annual CTC |
| **Comment [a6]:** Optional component |
| **Comment [a7]:** Mandatory Component – Ref letter must include work schedule information |
| **Comment [a8]:** Mandatory Component - Most Important of the reference letter – Duties should be in relevance to the set guidelines by assessing body  – each letter must contain minimum of 8-10 duties . Please note it may vary according to the total duration of work. |

Benefits: Medical and Life Insurance coverage

Work schedule & hours of service: 9 a.m.-5:30 p.m.(mon-fri),40 hours per week.

# Responsibilities & Duties:

* Analyze and resolve conflicts related to merging of the source code in GIT.
* Expertise in building automated CI/CD pipeline using Jenkins by integrating Maven and Ansible.
* Develop shell scripts to perform automated deployments to Tomcat Application Servers and

PowerShell.

* Responsible for requirement gathering from different Application Development teams, Risk

Analysis, preparation of Fallback Plan, managing the entire release.

* Develop software components into functional program and verify the software plans using the

quality guidelines.

* Knowledge in technical troubleshooting problems generated while building, deploying in

production.

* Troubleshooting and check the deployment issues by following the guidelines with Software

development lifecycles (SDLC)

* Migrating and managing virtual machines to ensure high availability of applications.
* Configuring/Managing Virtual Instances and monitoring the high available Cloud based
* production servers.
* Develop custom monitoring and integrated monitoring methods into deployment process to

develop self-healing solutions.

* Deploy the new tools in a way it helps to build up an agile development environment to improve

the product quality.

* Create multiple automation tools geared for safe cluster management, service restarts parallel

bit deployments, VM deployments and general server management automation.

* Analyze in provisioning, orchestration, packages, services, configuration and deployment using

Ansible.

* Evaluate functional requirements to ensure operational standards, quality and design

constraints are addressed.

* Document development phases of project by ensuring the software is up to date.

Working on AWS cloud such as creating EC2, S3 and auto scaling.

* Handles with Version control system like GIT, GIT Hub and various operations like Branching and

Merging and Tags.

* Install and configure the Nexus repository manager for sharing the artifacts within the

organization.

* Handles in configuring Jenkins jobs in such a way that it fetches source code from GIT

repository.

* Configures Jenkins with Maven build tool for generating WAR/EAR files and for archiving them.
* Responsible for maintaining backup and versioning of war/ear files in nexus repository.
* Integrated GIT, Jenkins and Maven in accomplishing continuous integration and configured

Jenkins with Poll SCM build trigger.

* Communicate with different Groups of Dev, QA and Sys Admin and coordinate for build

deployment in the production environment.

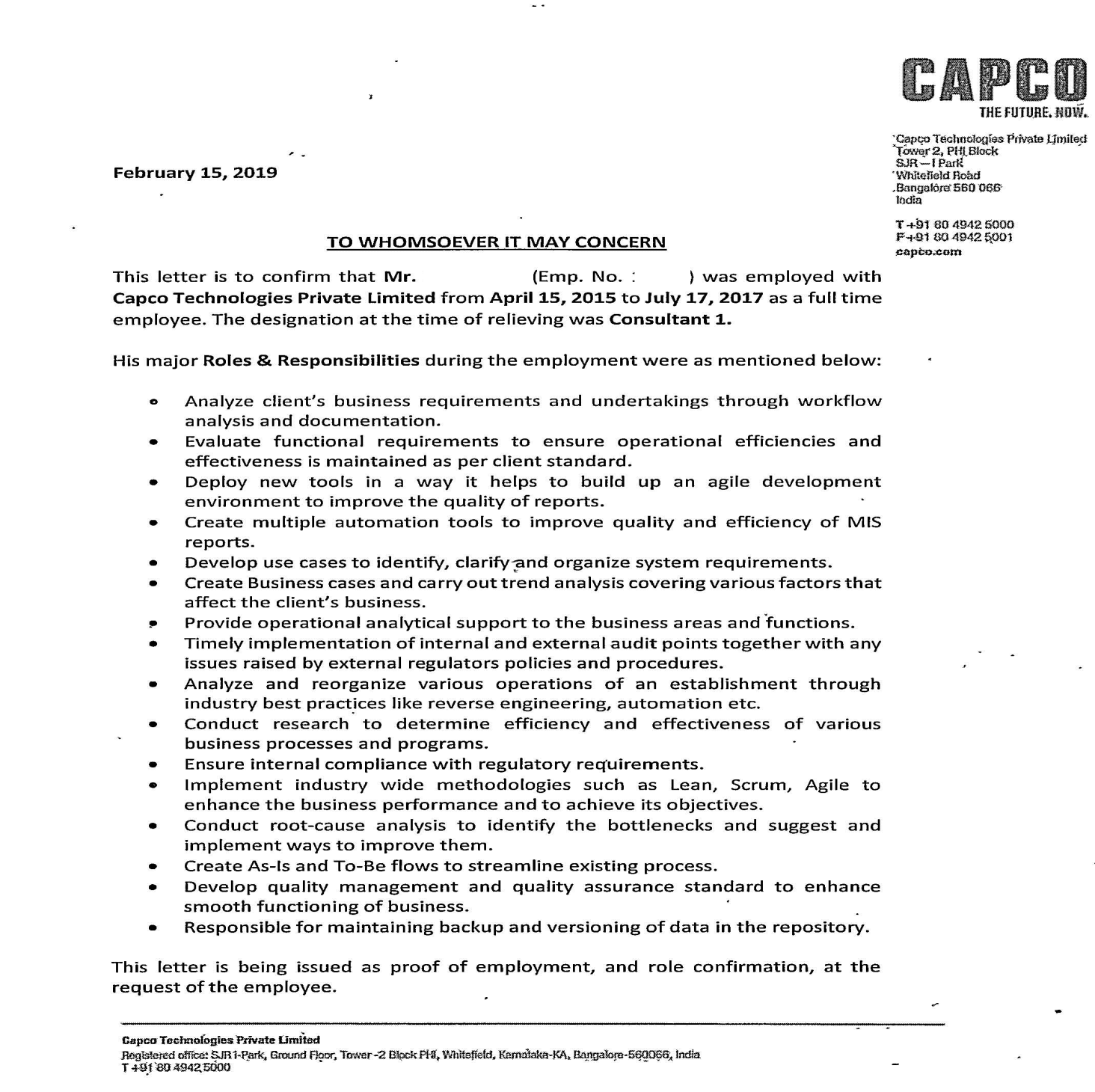
* Collaborated with developers and testers in achieving organizational goals and educate them

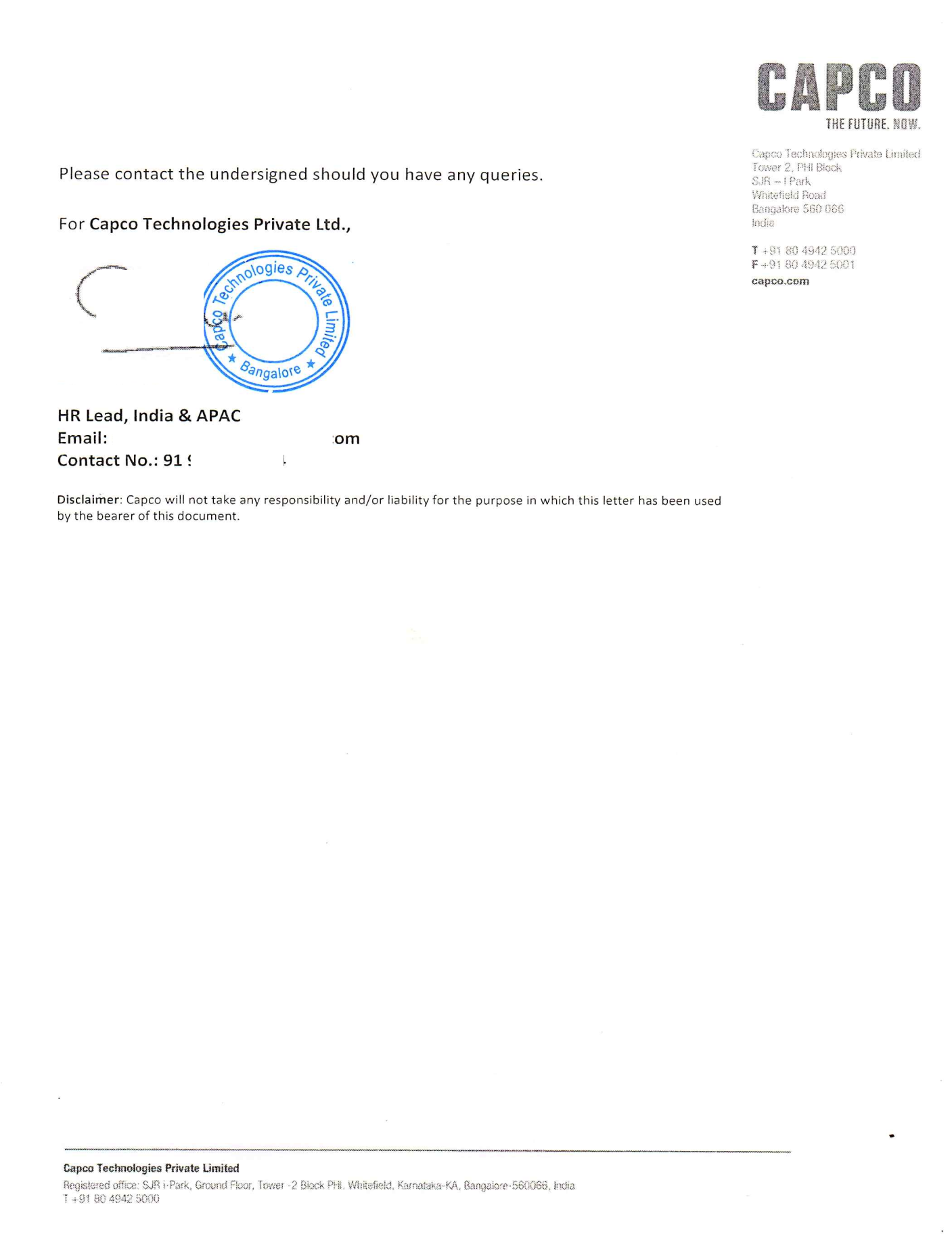
about build process.

Best Regards XXXXX

Manager-Human Resources ABC Ltd.

**Sample reference letter**

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