**Company Letterhead**

﻿

**Name**

**Address line 1**

**Address line 2**

**City**

**Phone number: XXXXXXXX**

**Mail: XXXX @ gmail.com**

**Date: dd/mm/year**

**Dear employer,**

This is to inform you that **Employee's name** was posted as **Designation**... of the **content department** of a **company from 7th March 2016 to 8th March 2020**. He had given **4 years** of his service company.

**Employee's name** is a hard-working guy. He started as a content executive in our company and completed all his duties and responsibilities with maintaining decorum. He is always ready to face new challenges and in most of the works, he has given excellent results. The credit of the prestigious awards of our company is because of his deeds. He is always ready to learn new skills and adapt them very quickly. Based on his skills, he has been paid a salary of Rs 72000. His behaviour with other company staff is very good and receives appraisals from senior members of our company.

We wish him best of luck.

Sincerely.

**Name**

**XYZ Company**