

Referrer's Name

Referrer's Designation in his organization

Referrer's Organization's Address

Referrer's Official Phone Number

Referrer's Official Email Address

Date

To Whomsoever it May Concern:

I highly recommend [Employee's Name] for the job posting in your company. He has ample experience in the field of accounting and was employed with us for the period from 2005 to 2011. During his tenure with us, he displayed excellent levels of commitment, honesty, reliability, and flexibility. He has good communication skills and is also capable of following up to ensure that the job is done rightly and completed on time.

I can confirm that he is a man of great principles, is extremely dedicated, and quick to volunteer or assist in other areas of operations as well. Without a doubt, he will be a valuable asset to your company.

If you wish to know more or have any questions, please feel free to contact me.

Yours Sincerely,

(Signature)

Referrer's Name