TO WHOM IT MAY CONCERN

Our Ref :  
  
Date :  
  
  
  
  
  
RE : [ PERSON'S FULL NAME]  
  
  
[ Person's first name] commenced work with our company on[ start date] as a [ starting position ]. He / She left ouremployment on [ finish date] having risen to the position of[ final position]. During that time, he / she was a valuable employee demonstrating loyalty, good technical knowledge, willingness and capacity to learn and a commitment to customerservice.  
  
  
He / she will be very much missed and we wish him/her well in his / her future career.  
  
  
Regards,  
  
  
[ full name]  
[ job position]