

Reference Letter For Employee Leaving

Natalie Portman
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To Whom It May Concern:

I am writing to recommend Ethan Hunt, who has served as an Accountant at Star Enterprises for over five years, from January 2019 to April 2024. During his tenure, Ethan has consistently exhibited a high level of professionalism, accuracy in his work, and a deep understanding of complex financial systems.

Ethan was responsible for managing our corporate accounts, overseeing annual budgeting processes, and providing strategic financial analyses that significantly contributed to our company's financial health and growth. His expertise in financial software and his analytical skills have played a pivotal role in streamlining our accounting processes.

Beyond his technical skills, Ethan's reliability and ethical standards have set a benchmark in our finance department. He has been a team player, always willing to share his knowledge and mentor junior staff. Ethan's positive attitude and commitment to excellence have been infectious, fostering a collaborative and productive work environment.

While we are sad to see him go, we understand Ethan's desire to pursue new challenges and opportunities. He leaves with our highest recommendation. Ethan would be an asset to any organization, bringing with him a wealth of experience, dedication, and professionalism.

Should you require any further information or wish to discuss Ethan's contributions to Star Enterprises in more detail, please do not hesitate to contact me at (345) 678-9012 or n.portman@starenterprises.com.

Sincerely,

**Natalie Portman
Chief Financial Officer
Star Enterprises**