

Service Letter From Employer

ABC Corporation

Date: June 11, 2024

To Whom It May Concern:

Subject: Service Letter for Mr. John Doe

This is to certify that Mr. John Doe was employed with ABC Corporation from September 1, 2015, to June 11, 2024. During his tenure with us, Mr. Doe served as a Project Manager in the IT Department.

Mr. Doe's primary responsibilities included managing IT projects, overseeing team operations, and handling client relations. Throughout his time with ABC Corporation, Mr. Doe consistently demonstrated a high level of professionalism, dedication, and competence in his role.

Mr. Doe has been a valuable member of our team, known for his strong leadership skills, innovative approach, and excellent communication abilities. He has contributed significantly to the success of various projects and has always been committed to achieving the company's goals and objectives.

We have found Mr. Doe to be a reliable, hardworking, and enthusiastic employee who is always willing to go the extra mile to ensure the success of his tasks. His positive attitude and work ethic have been commendable and have made a positive impact on our team and company.

We wish Mr. Doe all the best in his future endeavors and are confident that he will continue to excel in his professional journey.

Should you require any further information, please do not hesitate to contact us.

Yours sincerely,

Jane Smith

HR Manager

ABC Corporation

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