

Date

To whom it may concern

John Smith was employed by ABC Company as a Junior Accountant from May 2010 to December 2014. He reported directly to me during this period.

John was responsible for the preparation of monthly financial statements and monthly financial reports. He assisted with tax computations and returns and with budgets and forecasts. In addition he helped administer the payroll and coordinated the audit process.

John performed all these tasks competently and with commitment and enthusiasm. He has demonstrated the ability to work under pressure and to plan and organize successfully to meet tight deadlines. His close attention to detail has resulted in meticulous and accurate work. His strong interpersonal and communication skills have allowed him to develop good working relationships with both his colleagues and management.

John was a great asset to this company and I highly recommend him for employment. Should you require any further information please do not hesitate to contact me

Yours sincerely

Mike Manager

Title

Company Name

Contact number

Email address