**To Whom It May Concern**

Dear Sir/Madam (or) Dear Hiring Manager

This letter confirms that XYZ served our company, ABC, as the Senior Manager of the HR department from 20XX to 20XX. He joined our team as the department’s Assistant Manager and was promoted to the post of Senior Manager due to his exceptional abilities and hard work.

XYZ is an extremely responsible employee who prioritizes his work above personal commitments. He adopts a result-oriented approach to all tasks assigned to him and can work under pressure to complete last-minute tasks. His overall performance was instrumental in helping the company grow.

His commitment, hard work, and expertise can contribute to success and growth. We are confident that XYZ will prove to be a valuable addition to any organization's management team.

Sincerely,

[Your Full Name]   
[Your Designation]   
[Company Name]   
[Email Address] |   
[Phone Number]

Date: [DD/MM/YYYY]