Date

Name

Address

**To whom it may concern,**

I am writing this letter to confirm that Mr. John William was an employee of XYZ Limited for the period of January 2006 till January 2019.

During his work duration, he held the following positions in our organization:

* Assistant Sales Manager (Jan 2006 – February 2012):
  + Duties and Responsibilities:
    - Setting sales targets along with the Sales Manager.
    - Reaching targets.
    - Making efforts to increase sales by working with the marketing team.
* Sales Manager (March 2012 – January 2019):
  + Duties and Responsibilities:
    - Managing the sales team.
    - Setting and meeting sales goals and targets.
    - Improving sales.

During his tenure with us, we found him a hardworking, dedicated and visionary worker. He is a team worker and takes the complete team along to meet the goals. He was an asset to our company and during his time, our company experienced rising sales every year. We are sure that he will be an excellent addition to any organization he opts to work in.

We wish him the best of luck.

You can contact us at (contact) for any other information.

Regards,

Samantha Roger.