**[Company Name]  
[Address: City, STATE, Zip]**

**Date:**

To Whom It May Concern

**Re. Release Letter for the Transfer of Mr. Keller from FAXC Groups to be affected from 20-03-20XX**

This is certified that Mr. Keller has been working in FAXC Groups, San Diego since 23rd November 20XX as an Assistant Manager in Human Resources with respect to contract # 5069. He has completed his working period in a very impressive, professional, and proficient manner. He is a competent and dependable individual to work with. His sense of understanding the nature of the required steps in his work is splendid.

He worked in Human Resource Management from 23rd November 20XX to 10th March 20XX. During this time, he proved himself to be an industrious and competent company. We have been fortunate to have his services in the company. He helped us a lot in building new and technical systems of management and provided us with profound ideas in taking our management department one step ahead.

We hereby state that Mr. Keller has been a responsible and hardworking worker in the company. We, officially, declare the relief of Mr. Keller from the company and allow him to join any other company/organization of his own will. Please delightedly communicate with us through or call us at +[X] for further.

Regards

Manager  
FAXC Groups  
I-10, Jackstar Square, Liam Fresh Road  
San Diego, CA, USA