## To Whom It May Concern:

## Reference Number: 234567

## This letter is to confirm that Mr. Arnold has been an employee by the G.E Services as a Quality analysis Manager from 24 January 20XX to 27- April 20XX.

## Mr. Arnold has fulfilled his varied tasks to meet our complete satisfaction. His excellent performance concerning the points mentioned above was superior, and his total corporation in the project with the entire team was great.

## As the project is passing out and the activities have been completed, we sincerely regret that we are not at all in a position to extend his official contract.

## During his assignment in the project, he has attended several managing and training programs in Singapore and Malaysia

## We thank Mr. Arnold for the sincere services he has rendered to the project and also wish him good success for his future career.

## Mr. Lawrence

## Managing Director