

Subject: Employee Endorsement Letter

Dear Ms. Green,

This is to serve you as a formal employee endorsement for Ms. Lynda Kerr. She was working as manager finance in Whiteland Industries since 2012. She is one of the best employees of our organization. She was very competent and skilled at her job. Indeed, we were going to offer her a promotion in the coming financial year. She has served for almost two years to Whiteland Industries.

Ms. Kerr has decided to pursue master degree course in the university and for that reason she is not able to work in day shifts. We cannot hire her as we have no vacant position in night shifts. Therefore she is leaving Whiteland Industries.

I have enclosed the employment records of Ms. Kerr with this letter. Kindly contact me for further inquiries and verification. You are also welcomed to visit our office at your convenience. I hope this will be helpful for you in making decision regarding the employment of Ms. Kerr.

Thanks and regards,

Fredrik Clan