

Professional Character Reference Letter

From,
Jessica Rojas
1505 Bruce Street
Olivette, MO 63132
Contact: 314-375-8061

Date: October 15, 1961

Dear Kristen,

This is a reference letter written with authorization from Gary Kowalski who is our former employee. Mrs Kowalski has applied for the position of accountant in your organization. The information in this letter should be treated with the utmost confidentiality. Only those in your organization who are involved in the recruitment should have access to this document. Likewise, the information should not be disclosed to anyone outside the organization except with written consent from Mr Kowalski.

Mrs Kowalski has been employed in our company since august 6th 2015 in the position of Accounts Assistant. Her main responsibilities were data entry, cost accounting, preparation of the journals and trial balance. In this position, she received a gross income of £1000 per month. Mrs Kowalski was a dedicated employee with good analytical skills. She can work with minimum supervision and is a competent accountant.

For more information please contact me.

Sincerely,
Jessica Rojas