

[Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

RE: Employment Reference for [Candidate Name]

To Whom It May Concern,

I am writing this letter to formally confirm the employment of [Candidate Name] at [Your Company Name]. During [his/her/their] tenure from [Start Date] to [End Date], [Candidate Name] served as our Financial Controller.

In this capacity, [Candidate Name] acted as a key fiduciary officer for the organization. [His/Her/Their] responsibilities included the oversight of all financial reporting, management of corporate assets, tax compliance, and the maintenance of internal controls. [Candidate Name] demonstrated an unwavering commitment to ethical standards and financial integrity, ensuring that all fiduciary duties were discharged with the highest level of professionalism.

Key contributions during [his/her/their] employment included:

- Direct oversight of annual audits and regulatory filings.
- Management of budgetary controls and cash flow forecasting.
- Implementation of robust internal financial policies to mitigate risk.
- Strategic financial advisory to the Board of Directors/Executive Team.

[Candidate Name] is a detail-oriented professional with a deep understanding of financial regulations and fiduciary responsibilities. We found [him/her/them] to be trustworthy, diligent, and highly competent in managing the fiscal health of our organization.

We thank [Candidate Name] for [his/her/their] service and wish [him/her/them] success in future endeavors. Should you require further information, please feel free to contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Contact Information]