

William Jordan.  
ABC Textiles.  
CEO  
13 St. Horse Avenue, Florida.

December 19th, 2017

**To Whom It May Concern**

Mr. Jonathan is serving at our company for three years. He had joined as a deputy manager (Fabrication department) and after passing his promotion exams, he was promoted to manager (Fabrication department). He has a bond period of seven years and four years are still pending. He is one of the best employees of our company. His current pay is $9000/-

I hope this letter will serve the purpose. If you need any other detail, then you can contact at the company office number or you can email the desired information.

Sincerely,

William Jordan.  
CEO, ABC Textiles.

Tel: +1 555.455.5550  
Email: info@email.com

info@email.comwww.domainame.comfacebook.com/pagename

123 Your Location,city, state, zip code 0000+1 555.456.9870

Designation

LOREM IPSUM