

Template 1: Standard Reference Letter

[Company Letterhead]

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Employee Name], holding the position of [Employee Position] at [Company Name], is a reliable and trustworthy employee of our organization. We are fully aware and supportive of [Employee Name]'s intent to open a personal bank account for handling financial transactions related to their employment with us.

[Employee Name] has been employed with us since [Employment Start Date] and has consistently demonstrated integrity and responsibility in their financial dealings. We consider [Employee Name] to be a valuable member of our team, who contributes significantly to our success.

Should you require any additional information, please feel free to contact our office at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]