

Template 2: Detailed Reference Letter with Financial Responsibilities

[Company Letterhead]

Date: [Insert Date]

Subject: Bank Account Opening Reference for [Employee Name]

To Whom It May Concern,

I am writing to verify the employment of [Employee Name], who serves as [Employee Position] at [Company Name]. In their role, [Employee Name] manages financial operations that necessitate routine transactions and handling of sensitive financial information.

Our company supports [Employee Name]'s decision to open a new bank account which will further facilitate their ability to perform their duties efficiently. [Employee Name] has shown great proficiency and trustworthiness in managing financial responsibilities, and we have full confidence in their financial prudence.

Please do not hesitate to contact me directly at [Contact Information] should you need further details or clarification regarding [Employee Name]'s financial capabilities and responsibilities.

Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]