

# Template 3: Concise Reference Letter for Bank Account Opening

**[Company Letterhead]**

**Date:** [Insert Date]

**To Whom It May Concern,**

Please accept this letter as confirmation of the employment of [Employee Name], who has been working with us as [Employee Position] since [Employment Start Date]. We support [Employee Name]'s application for opening a personal bank account to manage his/her financial transactions.

[Employee Name] has been a reliable part of our team, displaying both professionalism and ethical conduct in all business aspects, including financial management.

For any further assistance or verification, feel free to contact our office at [Contact Information].

**Best regards,**

[Your Name]

[Your Position]

[Company Name]

[Contact Information]