**Company Letterhead**

﻿

**Date: 3rd April 2020**

**Prof Name**

**Collage/University**

**Address**

This letter is written to inform you that **Prof Name...** had been the professor at **our institute** **from 26th September 2004 to 2nd April 2020**. He has joined the institute as the **Assistant Professor** and recently had been working as an Associate professor of our institute

﻿

Having a work experience of **16 years from our institute, Prof Name...** had enriched himself with many skills. Being a Masters from **IIT ROORKEE and PhD from the same,** he had a good command in **Chemistry**. The methodologies delivered by him to his students are some of the best ones of his courses. Also serving as the in charge of labs for several spans of time, he also acquired knowledge of lab-related works. Apart from the institutional works he had also made good relations with students as well as other faculties. Students know him as one of our faculties who are easily approachable. Faculties also know him as a figure of commitment and knowledge.

﻿

After analysing his work and his devotion towards it, he was receiving a salary of **Rs 92000** **per month recently. In all his career**, he had done his duties with full responsibility and discipline.

We wish him best of luck for the future.

Sincerely,

Name

Director,

College/University name

Address