

Place:
Date:

Company Logo
Company Name
Full Address
HR contact details

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. John Doe (Employee ID. A12345)** is/was a permanent and full-time employee in our company (since 01st April 2010) / (from 01st April 2010 to 31st May 2015). He (is presently designated as **Systems Analyst**) / (was designated as **Systems Analyst** at the time of being relieved).

Mr. John Doe's main duties and responsibilities are/were as follows:

- Identify, document, correct, test and debug the issues in the FIS application to ensure it adheres to the organizational quality standards
- Prepare high-level design document, technical specifications for User Management module of the FIS application
- Design, code, debug, test solution to meet functional and technical specifications according to organizational quality standards
- Write unit-test cases, conduct test-case reviews, peer code reviews, document review comments
- Build, deploy and configure the application at the client site
- Work with clients and business analysts to extract the functional requirements for implementing new features in MIS system.
- Thoroughly document the code throughout the development by describing program algorithm, special notes or assumptions if any, and change history.
- Conduct knowledge transfer sessions to the fellow team members on the Accounting module
- Assist in release management process to build and deploy the application at various client places

This letter is being issued to him on his own request for the purpose of Australia PR Visa application, without any risk or liability on part of the company or the official signing it.

For **(company name)**,

Ms. Jane Doe
HR Manager