

Date: .....

To: Whom It May Concern

Subject: Letter of Reference for XYZ

The abovementioned was employed as an Accountant in ABC LLC in the period .....to .....

His professional duties included, but were not restricted to the following:

1. Selected accounting software, established a full accounting system and chart of accounts in accordance to the Generally Accepted Accounting Principles (GAAP);
2. Handled complete books of accounts independently including books of cash transaction, bank reconciliation, inventory and stocktaking, salary and staff gratuity calculations according to the UAE Labor Law and other related jobs;
3. Performed accounting functions such as PNL, cash flow, balance sheets preparation and maintenance of accounting and financing jobs;
4. Analyzed financial statements and reports and provided financial advise to the owners and Management of the Company;
5. Trained and supervised junior accountants, examined accounting records prepared by them

XYZ did an excellent accounting job for our Company and was an asset to our organization during his tenure with the office. He would be an asset to any employer and I recommend him for any endeavor he chooses to pursue.

Thank you!

# Job Reference Letter Template Accountant

**Camilla Rothe**



**Job Reference Letter Template Accountant:**

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