< COMPANY'S LETTER HEAD>

Date:

To Whom It May Concern

It is confirmed that "**YOUR NAME"** was employed on a full-time basis for ... hours per week with a pay scale of .... Annually from [Date] – [Date] in the [Organization], [Location] as [Designation].

YOUR NAME was actively involved in determining the computing requirements of the client and translating them into the desired system specifications.

Roles and Responsibilities as a System Analyst:

- Responsible for the complete evaluation of the hardware and software, providing advice to the shareholders regarding the IT infrastructure.
- Worked on producing the cost analysis of the potential IT initiatives.
- Monitoring, maintaining, and upgrading the applicable technology systems in the assigned responsibility area.
- Evaluating the quality assurance and applying the problem solving skills, performing upgrades, and maintenance.
- Implementing the system modifications and writing the user report programs dependent on the reuqirements of the internal customers.
- Supporting, troubleshooting, and upgrading the applicable system infrastructures.
- Providing the project managaement for the system implementation which included product designing, programming, testing, and implementation.
- Reporting and reviewing the finished products and tracking the performance and data quality.
- Analyzing the business process issues and problems with further providing the consulting advise top the system users.
- Conduccted the research on the possible solutions with making recommendations based on findings.
- Developing proposals which outlined the feasibility, costs and suggested the design, implementing and evaluating the solutions.
- Developing the applications variety, procedures, reports, interfaces, and scripts.
- Maintaining the records variety and executing the documentation for the responsibility assigned area.
- Monitoring and maintaining the system for ensuring the integrity of the system and security which include backing up and duplicating the data.

TO BE CONTINUED…