Jane Doe, Floor Manager  
Factory ABC  
11 South 22nd St.  
Cincinnati, OH 45208  
jdoe@abc.com  
(555) 123-4567

December 31, 2020

Jim Cast, Hiring Manager  
Factory XYZ  
22 South 11th Street  
Cincinnati, OH 45208

Dear Jim Cast,

I am writing on behalf of Kelly Kid, who worked for me for five years at Factory ABC. As you may know, our factory recently closed and will be moving operations overseas. As we no longer have a position for Kelly, she is looking to work with your company.

I highly recommend Kelly for the management opening Factory XYZ has. Throughout her time at our company, Kelly always held herself in a professional manner and performed to the best of her ability. She was in line to become a manager at our company and I fully believe in her capability to do this position with success.

We’ve watched Kelly grow as an employee over the last several years, taking on added responsibilities when asked and eventually instigating them herself. She was an enthusiastic worker who inspired her teammates. Her success was demonstrated by consistently making production goals and extending safety records.

If you have any questions or you’d like to discuss Kelly’s qualifications and her duties while working with Factory ABC, I’d be happy to be available.

Sincerely,

Jane Doe