Subject: Letter of Recommendation—Augustus Wyzch

Dear Latanya Wheeler,

I enthusiastically recommend Augustus Wyzch for a position as a sous chef in your catering company. As the owner of the Tin Cup Brunchery in Holmes Beach, Florida, I can attest that Augie is a hardworking and trustworthy employee who takes his job seriously and does it well.

Augie began as a dishwasher as soon as he graduated high school about seven years ago, and was soon promoted to line cook. Augie has always been interested in a career in catering and often came early to work just to help me set up the baked goods displays in the front counters.

While working full time, he enrolled in a culinary arts program. He began to help me develop new recipes, and his tart orange drop scones have become a staple of our Sunday brunch menu. He is respectful, curious and eager to learn. He is also an excellent and creative cook with a solid grasp of the basics of cooking.

I was proud to attend his graduation ceremony last week and wish him the very best as he embarks on a career in catering. Augie will make an excellent addition to your team. Please contact me if you have more questions about Augie’s work.

Sincerely,

Dolores Fuentes