To Whom It May Concern,

Mary Foley has been employed by Company, Inc. since June 1, 20XX. During this period, she demonstrated all the qualities that employers seek in searching for promotable employees. She has an excellent capacity to quickly grasp new theories and applications and has always sought to gain additional responsibilities.

Mary's zeal to improve herself has been displayed by her attendance at evening school to complete her Master's Degree. Her competence is such that, in the absence of our Branch Manager, she was very capable of directing the entire workforce to get the job done. We even hired her as interim Branch Manager during this period due to her excellent leadership. She held this role while continuing her work as a graduate school student, further demonstrating her ability to multitask with great success.

It is unfortunate for Company, Inc. that, due to economic constraints, we must restructure our organization and lose valued employees such as Mary. I would recommend her without reservation for any position or career that she may choose to pursue.

If you have any additional questions, please do not hesitate to call or email me.

George Evans  
Director, Human Resources  
Company, Inc.  
123 Business Rd.  
Business City, NY 54321  
555-555-5555  
george.evans@email.com