**Dear Mr./Ms. Lastname:**

I’m writing to recommend John Boston for the position of retail sales associate at Friendly Furniture Company. I’ve worked with John for the past five years at Bath Supplies Plus in Springfield, and I’ve always been impressed with his ability to handle customers and to work well with his colleagues.

I have been John’s manager for the five years he has worked with us. He greets customers with a smile, and his expertise is such that he is always able to answer their questions. His sales numbers have increased every year, and we’re sad to lose him as an employee, but we know he’ll be moving to your city very soon.

John would be an excellent addition to your sales team. Furthermore, I believe he’s ready for an entry-level management position. He has an excellent rapport with his co-workers, and they enjoy working with him. I’m sure he’d be excellent as a shift-supervisor or assistant manager.

Please feel free to contact me by email (yourname@gmail.com) or cell phone (555-555-5555) if you have any questions.

**Sincerely**

**Your Signature (hard copy letter)**

**Typed Name**