To Whom It May Concern:

Jane Doe reported to me for two years while working as a Customer Service Associate at ABCDE Corporation. She did a capable job in some areas. However, in other facets of her position, especially in customer relations, retraining and supervision were required.

Ms. Doe's services are no longer needed by our company, though we wish her well in all her future endeavors.

If I can provide you with any further information, please feel free to contact me at (111) 111-1111.

Sincerely,

John Smith Manager
ABCDE Corporation