**To Whom It May Concern:**

This letter is my personal recommendation for (Employee’s name). Until just recently, I have been (Employee’s name)'s immediate supervisor for several years. I found her to be consistently pleasant, tackling all assignments with dedication and a smile.

Besides being a joy to work with, (Employee’s name) is a take-charge person who can present creative ideas and communicate the benefits. She has successfully developed several marketing plans for our company that have resulted in increased revenue. During her tenure, we saw an increase in profits that exceeded one million dollars. The new revenue was a direct result of the plans implemented by (Employee’s name).

Though she was an asset to our marketing efforts, (Employee’s name) was also extraordinarily helpful in other areas of the company. In addition to writing effective training modules for sales representatives, (Employee’s name) assumed a leadership role in sales meetings, inspiring and motivating other employees.

I highly recommend (Employee’s name) for employment. She is a team player and would make a great asset to any organization.

Sincerely,

Name Here

Marketing Manager ABC Productions