**REFERENCE LETTER**

Melissa Bradley

123 Business Rd.

Business City, NY 54321

555-555-5555

melissa@abmedia.com

July 9, 20XX

Jim Lee

Human Resources

Saber Marketing & PR

321 Business Ave.

Business City, NY 12345

Dear Mr. Lee,

I am thrilled to recommend Sarah Jones for the digital marketing manager position at Saber Marketing & PR. As the marketing director at A & B Media, I had the pleasure of working as Sarah’s supervisor when she was employed​ here as a marketing associate. ​Responsible, punctual and extremely bright, ​Sarah was among the best talent at A & B ​ Media​, and I absolutely endorse her qualification and her skill set.

I was continuously impressed by the knowledge she brought to the table and her dedication to staying on top of the latest in the field. Sarah​ combines sharp analysis skills with strong intuition, and I always knew I could rely on her to meet deadlines and exceed ​our ​expectations. During her two years with us, she achieved numerous accomplishments, from increasing our social media engagement by 20%, to lowering our website bounce rate by 10%, to increasing our ROI on digital campaigns by 15%.

While Sarah’s professional acumen was immensely valuable to A & B Media, she was also a wonderful team player. Optimistic, engaging and easy to get along with, Sarah was a true joy to have in the office and fostered many positive relationships within our department as well as throughout the company.

With that said, I am highly confident in my recommendation and believe that Sarah would be a great fit for Saber Marketing & PR. If you would like to speak further about my experience working with Sarah, please email me at melissa@abmedia.com or call me at 555-555-5555.

Sincerely,

Melissa Bradley

Marketing Director, A & B Media