**RECOMMENDATION LETTER FOR AN EMPLOYEE**

July 2, 2018

Mr. John Brown  
Manager

Dear Mr. Brown,

It is with tremendous delight that I recommend Jennifer Atkinson for the position of Sales Manager at Trent Electronics Inc. I have had the pleasure to work with Jennifer for six years at Joe and Sons Company Ltd. as her supervisor. She used her excellent skills and ideas as the Assistant Sales Manager to ensure everything was up and running in her department. I am sure that Jennifer’s professional excellence and abilities will positively impact Trent Electronics Inc.

As the Assistant Sales Manager, Jennifer ensured that we always hit our sales targets. She used her leadership skills to aid in managing the sales team. Above all, she was admirably keen on the details regarding monitoring sales representatives.

To top it all up, Jennifer had an extraordinary level of curiosity. The trait enabled her to be productively inquisitive. She was very modest, a characteristic that won us numerous clients. She was also extraordinarily hardworking and focused.

Unfortunately, due to a lack of growth opportunities here at Joe and Sons Company Ltd., we are forced to let go of our most celebrated employee. Jennifer’s departure is quite a blow on our end. However, we believe that she has a better place with you at Trent Electronics Inc.

I confidently recommend Jennifer for this role. She will undoubtedly make a positive impact on your company. Please do not hesitate to contact me regarding Jennifer’s credibility and previous work.

Sincerely,  
  
M.C.  
Michael Cole.