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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

[Date]

Dear [Name]

**To whom it may concern,**

My name is Dane Carter and I'm a plant manager at Tennent Manufacturing. For the past three years, I've had the opportunity to supervise and mentor Jessica Hartley. During that time, I've seen her continued dedication to quality and efficiency as a production associate.

Jessica has shown, on multiple occasions, her dedication to attention to detail, teamwork and communication. Although her current position entails production duties, Jessica has helped her peers by coordinating training sessions and safety meetings that resulted in her winning Employee of the Month three months in a row. I believe her natural leadership skills and public speaking abilities can help her succeed in the military.

I'm confident that Jessica's skills, experience and education can make a positive contribution to the military. Please don't hesitate to contact me if you have any questions or want to discuss her accomplishments.

Sincerely,

[Signature]

Dane Carter

Plant manager, Tennent Manufacturing

dcarter@email.com

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