

ERGO

6 March 2018

To Whom It May Concern

Dear Sir / Madam,

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This letter is in reference to Miss Tan E Zhen (██████████)

E Zhen joined our company on 15 January 2018 as a temporary staff whilst waiting for her results and while waiting to gain admission to University.

During her time with us, I find E Zhen's good-natured humble attitude and maturity a joy to work with. I believe many of us, both clients and colleagues are endeared to her by her unassuming sincere, honest manners.

She is a tireless and meticulous worker with a high sense of urgency. She is both firm and resourceful. Her dedication to work is exemplary and she is well known to work beyond the call of duty for the company. To many of her peers, she is professional and is a wonderful person to be with.

All these traits are the more remarkable if we consider that she has just joined us not too long ago. She is able to make up quickly for her initial unfamiliarity and covered time by plain hard work and commitment. We had in fact found on many occasions the necessity to "instruct" her to stand-down for fear of her over-exerting herself with assignments.

I will highly recommend E Zhen for discretionary admission to the University without the slightest reservation. If she chooses to join the workforce in the future, I will also recommend her for any appropriate position available. I believe she will be an asset to any company.

Thank you for your time.

With Warm Regards,



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