Jackline Murage

Chief Executive Officer

Queens Classy Collections

Kasarani, Goshen Gardens Building

[benjacky2012@gmail.com](mailto:benjacky2012@gmail.com)

28th August, 2021

Dear Sir/ Madam,

RE: Recommendation Letter

I am writing to you regarding Ms. Monica Njoki, who has been an intern at our company for a period of three months. Ms. Monica has worked diligently in the marketing & customer department as well as the inventory management department. She is a hardworking self-driven lady who, in the short time, has shown great work ethic.

In marketing & customer service, she made sure that customers received their orders on time. In inventory management, she helped with ensuring that stock quantities were accurate at all times. She blends well with the team and easily stands out for her selfless approach to problem solving.

I believe with mentorship she will become a good business leader in future.

Yours Truly,

Jackline Murage.