

To Whom It May Concern:

I hope this letter finds you well. I am writing to give my personal endorsement of the work ethic and the character of Lewis Lockhart as you consider him for employment.

I have worked closely with Lewis for several years as his direct supervisor and have always been impressed by his dedication to the task at hand, and the logical yet understanding approach he takes when solving problems and dealing with people. Simplifile works in a very complex business and Lewis has shown an amazing aptitude to quickly understand everything we have asked him to learn and has been able to use that effectively throughout his time at Simplifile.

Lewis also quickly established himself as a natural leader and has been in a position where we have trusted him with care of some of our most sensitive customers and tasks. He has consistently exceeded expectations and is a strong representative of Simplifile. We have never had any concern when he has represented us in various capacities. I know he will take those same traits to any organization he joins.

I am confident that Lewis would be a fantastic addition to your program and is the kind of person that you will be proud to have representing you as an employee, and for years after. Please do not hesitate to contact me with any questions you may have about Lewis.

Sincerely,

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