



VILLAGE OF ISLAND LAKE
OFFICE OF THE MAYOR

3720 Greenleaf Avenue
Island Lake, IL 60042
847.526.8764, ext. 7879

January 15, 2024

To Whom It May Concern:

I am writing to recommend, Michael Olsen for a position with your company.
I have known Michael for over ten (10) years and have nothing but positive things to say.
Michael will be a great addition/asset to your organization.

Michael has worked with our Public Works Department as a Temporary/Seasonal employee. During that time, Michael started each day at 0630-1530 hrs. mowing grass, trimming trees, helping with water main breaks etc.

Michael is a true team player and gained the respect of his fellow employees. He is to be of sound mind, ambitious and always willing to help others.

Please do not hesitate to contact me with any further questions.

Sincerely,

A handwritten signature in black ink, reading "Richard McLaughlin".

Richard McLaughlin
Mayor
Village of Island Lake