

Your Name  
Company Name  
Street Address  
City, ST ZIP Code  
Date

Recipient Name  
Title  
Organization Name  
Street Address  
City, ST ZIP Code

Dear Recipient Name:

Cynthia Randall worked at Trey Research for more than seven years. Cynthia began her employment as an entry-level technical editor. After three years, she was promoted to documentation manager. In that position, she reported to me and managed the work and performance of four employees.

Cynthia is a bright and personable individual. She is highly self-motivated and well capable of achieving any goal she sets her mind to. Cynthia's quick promotion to documentation manager is an example of that. She learned new technologies promptly and applied them in her daily work. Trey Research employees soon perceived Cynthia as a valuable resource and looked to her for innovative direction of our documentation set.

Cynthia welcomes leadership opportunities and meets her deadlines on time.

Trey Research needs more employees like Cynthia. She is an asset to any company that hires her.

If you would like additional information about Cynthia, you can telephone me at (425) 555-0156.

Sincerely,

Your Name  
Title