Marina Robledo

Books & Binding Publishers

1234 Sunset Lane

Bellingham, WA 43210

December 13, 20XX

Rene Magi

Editor in Chief

Printed Page Publishers

4321 N. Broad Street Philadelphia, PA 21098

Dear Rene Magi:

Books & Binding Publishers employed Sylvie Rocher full-time as a senior editor. For more than four years she managed the content and delivery of our monthly internal newsletter. Her recent layoff was the direct result of an initiative at Books & Binding Publishers to downsize during this slow economic quarter. Last month, Books & Binding Publishers closed its editorial department indefinitely.

Sylvie Rocher is an intelligent and motivated individual. She is more than capable of managing a small group of people. As senior editor, Sylvie Rocher recruited and managed one writer and one copy editor. With the help of this team, she produced a high-quality newsletter every month and never missed a deadline.

As part of her former responsibilities, Sylvie Rocher interviewed competitors in our sector and developed reports on innovative technologies and areas for growth. Peers in my field would often tell me that she was interesting to talk to and wrote credible content that accurately reflected their feedback. I believe that developing quality relationships with industry competitors is the responsibility of each Books & Binding Publishers employee, and Sylvie Rocher’s consistent contributions to that end are an excellent case in point.

If you would like additional information about Sylvie Rocher, you can telephone me at (312) 555-0132.

Sincerely,

Marina Robledo

Publisher