



To Whom It May Concern:

I am delighted to have this opportunity to recommend Miss. Haiou Zhang to your organisation. I have observed Haiou's work performance over the past two months, and as such, I can personally attest to her diligent working attitude and great potential.

As the Planning Director at Cathay Business Solutions Ltd, I was Haiou's Supervisor from 01/08/2017 to 08/09/2017. Haiou worked in our company after her graduation, and from her very first day in this company, it was immediately evident that she would be a positive addition to the company.

Haiou worked as an Intern Web Administrator, in charge of website maintenance and page designs. She proved to be a quick learner and someone who was able to take direction and eager to learn more to advance her abilities. With the guidance and support of myself and my colleagues, Haiou was able to perform quite effectively in this role.

I found Haiou to be an especially professional employee who stood out among her peers for her enthusiasm and eagerness to learn more. I am glad that she is pursuing a new position in your organisation, as I think this is the ideal path for her, and I am certain that she has the qualities necessary to face the challenges of the new position and emerge successful. I therefore enthusiastically recommend her to your organisation.

Yours sincerely

Emil Yi

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CATHAY BUSINESS SOLUTIONS LIMITED