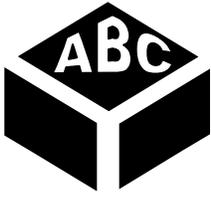


Sample letter of recommendation



ABC Company | 1234 Work Street | Anytown, AZ 85000 | 623.234.5678 | www.ABC.com

To Whom it May Concern:

It is with great pleasure that I recommend Rex Powell. He has worked in my department for over three years. I have had the fortunate opportunity to supervise him during his tenure with the ABC Company

Along with his excellent customer service skills, Rex has always displayed a high degree of integrity, responsibility, and dedication. He is definitely a leader.

In addition, Rex volunteered his time on several occasions with functions and events sponsored by the ABC company, including a fund-raising banquet for Habitat for Humanity, a non-profit group that builds home for needy families.

He is also a dependable and hard-working team player. His positive attitude makes him a valuable member of our team. His good judgment and mature outlook ensure a logical and practical approach to his endeavors, as well.

Rex would be an asset to any organization, and I am happy to give him my wholehearted endorsement.

Sincerely,

Lindsay Rupp

Lindsay Rupp
Customer Service Manager
ABC Company