



## Recommendation Letter

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*This sample recommendation letter was written about a former employee by her previous supervisor. Since this one is addressed to a specific person, it is a typical recommendation letter, as opposed to a "To Whom It May Concern" general reference letter. This one is all positive, although when appropriate, they can contain mild constructive (i.e. developmental) criticism.*

*(print Recommendation Letter on company letterhead paper)*

November 25, 20xx

Mr. Roberto Villas  
Manager, Marketing Services  
Allied Industries Inc.  
110 Riverbend Drive, Suite 1550  
Stamford, CT 06907

Dear Mr. Villas:

This is in response to your recent request for a letter of recommendation for Maria Fuentes who worked for me up until two years ago.

Maria Fuentes worked under my direct supervision at Johnson Technologies for a period of six years ending in October 20xx. During that period, I had the great pleasure of seeing her blossom from a junior marketing trainee at the beginning, into a fully functioning Marketing, Program Co-Ordinator, in her final two years with the company. That was the last position she held before moving on to a better career opportunity elsewhere.

Maria is a hard-working self-starter who invariably understands exactly what a project is all about from the outset, and how to get it done quickly and effectively. During her two years in the Marketing Co-Ordinator position, I cannot remember an instance in which she missed a major deadline. She often brought projects in below budget, and a few were even completed ahead of schedule.

Ms. Fuentes is a resourceful, creative, and solution-oriented person who was

frequently able to come up with new and innovative approaches to her assigned projects. She functioned well as a team leader when required, and she also worked effectively as a team member under the direction of other team leaders.

On the interpersonal side, Maria has superior written and verbal communication skills. She gets along extremely well with staff under her supervision, as well as colleagues at her own level. She is highly respected, as both a person and a professional, by colleagues, employees, suppliers, and customers alike.

Two years ago, when Ms. Fuentes announced her resignation to take up a new position with a larger company, we were saddened to see her leave, although we wished her the greatest success in her new undertaking. Even now, two years after her departure, I can state that her presence, both as a person and as an exemplary employee, is still missed here.

In closing, as detailed above, based on my experience working with her, I can unreservedly recommend Maria Fuentes to you for any intermediate or senior marketing position. If you would like further elaboration, feel free to call me at (416) 765-4497.

Sincerely,

Robert Christenson  
Director, Marketing and Sales

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