

[Your Name]
[Street Address]
[City, ST ZIP Code]
Month Day, 20XX

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear **[Recipient Name]**:

XXXX worked at COMPANY for more than seven years. XX 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.

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

XX welcomes leadership opportunities and meets her deadlines on time.

COMPANY needs more employees like XX. She is an asset to any company that hires her.

If you would like additional information about XX, you can telephone me at 1234567890.

Sincerely,

[Your Name]
[Title]