

## **Example 2: Employment reference letter**

*(company letterhead)*

ABC Logic Systems

125 Park Way

Anywhere, Alberta

T5V 2V7

Phone: 780-555-1111

Fax: 780-555-2222

[www.abclogicsystems.com](http://www.abclogicsystems.com)

August 24, 2014

To Whom It May Concern:

Michelle Wan has been my executive assistant for the past four years.

Michelle is responsible for maintaining the smooth operation of my office, which involves in-depth communication with customers, interpreting strategy for senior staff in my absence and keeping me on task in a fast-paced, high-stress environment. She is highly competent, well-organized, outgoing and an excellent communicator. Michelle redesigned the office scheduling system, which increased efficiency and improved communication for everyone involved. She completes all of her work with warmth, insight and professionalism.

Michelle has recently completed a bachelor of commerce degree and is understandably interested in a position that challenges her growing skills and abilities. I regret that we have no such position to offer her at ABC Logic Systems. Our loss will be another organization's gain.

I highly recommend Michelle Wan. Should you wish to discuss my recommendation further, please do not hesitate to call.

Yours truly,

Anna Jones  
President and CEO