

replace with
LOGO

Street Address, City, County, Postcode

Phone number

Email address

Date

Dear Mr. Andrew,

I am writing to recommend Lucy Davidson. She worked with me at Acme Inc. as a Senior Product Manager and reported to me in my position as VP of Engineering.

As an employee, Leia was always reliable and resourceful. During her time in my team, she managed to conduct high-impact user research and make a number of key recommendations that resulted in an improved product (and subsequently increased sales).

I've always put a premium on initiative and willingness to learn among my team members and Leia never failed to deliver on both fronts. An example was when she suggested we create a regular internal meetup where more senior employees could answer questions from other employees about their work. She was the first to take advantage of the knowledge these meetups offered and implemented it in her own work.

Lucy is a delight to work with – a team player with a positive, can-do attitude all the way. I wouldn't hesitate to hire her again if the opportunity arose.

Should you have any further questions, feel free to reach me at +44 001000010

Thanks,

Lee Belman

Human Resource Manager.