

XYZ Technologies, Inc.
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February 1, 2000

To Whom it May Concern:

Scott Smith worked for me at XYZ Technologies for three years, as a senior technical instructor. I am writing this letter of recommendation to confirm that his recent layoff from XYZ was not in any way tied to his performance, and to highly recommend him as an employee with your organization.

Had I been given the choice, I would not have laid Scott off. But it was not my decision to make. XYZ decided to withdraw from the PC market, balance expenses with the anticipated reduction in sales revenue, and hire a consulting firm to evaluate long-term staffing needs. As a result, XYZ drastically reduced the size of its workforce by dissolving the entire PC division, including the technical training department. Unfortunately, this major reorganization left no other position open for Scott. We regretfully had to let him go.

Scott is a conscientious, highly-skilled technical instructor, worthy of at least a senior or management position. He has keen insight into the learning process, and is an expert in needs analysis, project management, course development, and classroom instruction. Scott's in-depth product knowledge, unique instructional techniques, and excellent people skills have consistently received rave reviews from his students. Should conditions at XYZ change, I wouldn't hesitate to hire him back.

If you would like to speak to me about Scott's skills, talents and work habits, feel free to call (123) 555-0002 or page me by dialing (123) 555-0003.

Sincerely,

Mary Doe

Mary Doe
Vice President, Technical Services
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