

XYZ Engineering
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February 1, 2000

To Whom it May Concern:

I've been Michael Smith's manager at XYZ Engineering for almost four years. It was my pleasure to promote Michael to mechanical engineer II last year, because he consistently meets and often exceeds his job requirements.

Michael is an enthusiastic, dedicated employee with reliable work habits. He often does not need guidance or supervision, but willingly accepts it when offered. He is consistently successful in improving his skills, and he works hard to do so.

Michael is always willing to pitch in to help the team, and he gets the job done right the first time. He is efficient in planning projects, punctual in meeting deadlines, and conscientiously adheres to company standards and guidelines.

You'd be hard pressed to find an employee more dedicated than Michael, and I recommend him as a rock-solid addition to your engineering staff. If you'd like more information, I'd be happy to provide it. Please call the phone number above and ask for me by name.

Sincerely,

John Doe

John Doe
Manager, Mechanical Engineering
jdoe@xyzengineering.com