From:

Lorem Ipsum

Vice President of Sales and Marketing

Global Info Tech Limited

Canada.

Date: \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

To Whomsoever It May Concern

It is with great pleasure I recommend (Mr. Lorem Ipsum) whom I have known for the past (4years) while he worked in our company in the position of a (Sales Man).

(Mr. Lorem Ipsum) is a very enthusiastic, sincere and hard-working person. On various instances he has proved his loyalty, honesty and trust-worthiness. To quote one instance from the many, while he was working with our company a competitive company tried to unethically influence him to garner vital information from him. He not only rejected their offer but also brought it to the notice of the concerned authorities, who were able to take immediate legal action.

His friendly and cheerful nature and positive attitude have earned him a special place among his colleagues and he has been awarded the (Most Friendly Person's title) for (four consecutive years) at our informal gatherings.

His kind and compassionate nature comes out in his ever-ready approach to take on any kind of community service that is organized.

It is with great pleasure and pride I recommend (Mr. Lorem Ipsum).

Sincerely,

Signature

(Lorem Ipsum)

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