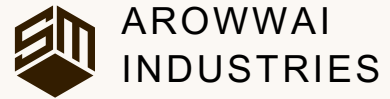


# LETTER OF RECOMMENDATION



**DECEMBER 17, 2025**

Henrietta Mitchell  
Director of Arowwai Industries  
123 Anywhere St., Any City

## **TO WHOM IT MAY CONCERN:**

I'm writing to recommend [name] for the position of [department] associate at [name] Company.

I've worked with [name] for the past [number of years] at [company] in [city], and I have always been impressed with his ability to handle customers and work well with his colleagues.

I have been [name's] manager for the [number of years] he has worked with us. He greets customers joyfully, and his expertise allows him to always answer questions.

His performance numbers have multiplied yearly, and we are sad to lose him as an employee, but we understand and respect his decision.

[Name] would be an excellent addition to your team. He has an excellent rapport with his colleagues, and they enjoy working with him. I'm sure he'd be ideal as an assistant manager.

Please feel free to contact me by email (name@email.com) or cell phone (000.123.4567) if you have any questions.

Sincerely,



**Jonathan Patterson**

Accounting Manager of Arowwai Industries