Jane Smith

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Date

Mr. John Doe

Sales & Marketing Manager

ABC Organization

35 Fuller Place, Brooklyn

New York, 11215

Dear Mr. Doe

Greetings!

I am writing this recommendation letter for Joe Cruz, with an official endorsement for the position of software sales personnel for the ABC Organization. As Joe’s direct manager at XYZ Corporation, I have worked closely with him in the past three years, where I have seen him work well with our colleagues, exercising excellent communication skills and consistently exceeding company expectations.

On a personal level, Joe has shown charisma and integrity, which serves him well in the field as a sales professional. However, due to changes in his family dynamic, Joe finds the need to seek employment out west, and we at XYZ Corporation will be sad to see such an exemplary employee go. Our loss will truly be your gain. Allow me to point out some examples of Joe’s strength.

First, he has been a great team player in the company by consistently exceeding his quota. He has a deep understanding of market trends and has instincts for identifying solid leads. He has a strong grasp of technology. Not only did he learn and understand our software, he was also able to explain technical information to customers in a way that they get better grasp of the information. Finally, he is always ready to lend a helping hand, not only to his teammates, but to the rest of the company as well, as he contributes during meetings and marketing sessions for both the Marketing and Sales teams.

With these, I would like to restate my support for Joe’s application for the role of Sales Professional with ABC Organization. I believe that he will surpass your expectations in this role. The hard work and dedication that he has shown during his time with the company will translate as well to his position with yours. I know he will show as much enthusiasm in your company as he did with ours -- his work and professionalism will lead him to more success in sales, and I hope that you will give him the chance to show you what he could do in this position. Should you have any more questions regarding Joe’s application, please feel free to contact me on my phone or email as stated.

Thank you very much for your time. Have a good day ahead.

Sincerely,

Jane Smith

Sales Manager

XYZ Corporation