February 19, 2009

Dear Sir/Madam,

I am writing to you on behalf of [Employee’s name]. I have had the opportunity and pleasure to work closely with [Employee’s name] while he was at Intrawest. [Employee’s name] successfully completed our Black Belt Certification program and upon completion, [Employee’s name] and I were assigned to work together on an Accounts Payable improvement project in our Shared Services operation. I was the sponsor of the project and [Employee’s name] was the Black Belt. Through [Employee’s name]’s efforts we were able to dramatically improve our AP processes. Not only was [Employee’s name] able to bring his considerable skills to the task, but probably more importantly great leadership. Working across 21 internal companies across the US was a difficult assignment that [Employee’s name]was very effective at managing and ultimately getting all constituencies in support of the final solution. Our results on this particular project our AP cycle time from an average of 83 days to 30 days. This new process is still being followed today, almost 3 years later. .

As our company continued to work on improvement projects across our network, [Employee’s name]and I stayed connected. He was a relentless and passionate advocate for improvement and positive change. Given the magnitude of this initiative across the company coupled with the fact that we are a highly seasonal business with wide fluctuations in business levels, we were constantly reviewing the structure and focus of our process improvement processes. [Employee’s name]was instrumental in bringing new ideas to the table and working with a small group of fellow black belts to continue to push for positive changes and fight the cultural status quo.

[Employee’s name]is highly organized, disciplined, and results oriented. He works well in a team environment and can effectively bring a diverse group of people together toward a common solution. I would strongly recommend him to any organization.

Sincerely,

Sky Foulkes

President and COO

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