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Jane Fonda  
Hiring Manager  
Fonda’s Fondness  
Exercise Street,  
Dublin

Dear Mrs. Fonda,

I am writing to recommend Lisa Lyon for the role of manager at Fonda’s Fondness. She was my assistant manager at Madsen’s Fashion for four years out of a total of six years spent at my company.

As an employee, Lisa was innovative, reliable, hardworking, and possessed a knack for marketing our beauty products. It didn’t take long for Lisa to become known as one of the most talented team members. She began as a cashier but her willingness to work long hours, dedication to the company, and ability to identify methods of improving sales, quickly saw her promoted through the ranks.

On one occasion, Lisa spotted a gap in our target market and delivered a fabulous presentation that prompted me to invest heavily in her idea. It was a good decision as sales improved by 40% within six months of her proposal. The only reason Lisa is available to another company is that I have a trusted manager and Lisa is understandably keen to progress in her career. I am tremendously sad to see her leave but know she deserves a higher role.

We will all miss Lisa, but it is great news for Fonda’s Fondness who have the opportunity to welcome a woman who will unquestionably become a major part of your brand should you choose to hire her.

Don’t hesitate to contact me if you need any further information.

Kind Regards,

Eric Madsen