To

Mr Alex Smith,

Managing Director,

NES Technologies Ltd,

Tech Web Building,

15 Cliff Street  
Griswold CT 06351

Date: 6th October 2014

Subject: reference letter

Dear Mr. Smith,

This letter is regarding the employment of Ms. Lordt Johnson as an assistant manager in your organization. I have known Lordt personally for over the last twelve years as a close friend and have been partners with her for projects for various design houses.

She has always come across as someone who is extremely competent, responsible, organized and efficient. I believe that her talents and experience make her the most appropriate candidate for the post of assistant manager in your organization.

During the time we have worked together, Lordt has been excellent in her verbal and written communication and has got very good rapport with people. So I highly recommend her for the post she may seek to pursue in your organization and I am sure that she will be a valuable asset there.

If you have any further queries, please feel free to contact me at phone 07 99 072 111 or email Lord.lee@email.com.

Yours Sincerely

Signature

Lord Lee

Finance consultant

Gas Fashion

3 Cardinal Drive  
Groton CT 06340