Melissa Williams  
Manager, ***Bath Supplies Plus***

000.123.4567  
mwilliams@email.com

2341 Lincoln Street   
Springfield, IL 62629

April 12, 2020

Julia Baxter  
Sales Manager  
Friendly Furniture Company  
1834 3rd Street

Skokie, IL 60076

Dear Ms. Baxter:

I’m writing to recommend John Boston for the position of retail sales associate at Friendly Furniture Company. I’ve worked with John for the past five years at Bath Supplies Plus in Springfield, and I’ve always been impressed with his ability to handle customers and to work well with his colleagues.

I have been John’s manager for the five years he has worked with us. He greets customers with a smile, and his expertise is such that he is always able to answer their questions. His sales numbers have increased every year, and we’re sad to lose him as an employee, but we know he’ll be moving to your city very soon.

John would be an excellent addition to your sales team. Furthermore, I believe he’s ready for an entry-level management position. He has an excellent rapport with his co-workers, and they enjoy working with him. I’m sure he’d be excellent as a shift supervisor or assistant manager.

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

Sincerely,

*Melissa Williams* (signature on hard copy letter)

Melissa Williams