**Fredrik Clemente**

100 Broadway Lane, New Parkland, CA, 91010example@email.com

Dear Mr. Clemente,

I sit down and produce this letter because I am enthused about the opportunity you are offering my old friend and colleague, Lydia Carrington. I cannot think of a finer person that I would write an endorsement letter for. I first met Lydia when we both joined the management trainee program at Colonial Family Retail. I could see immediately she had the talent and interpersonal skills for working with people and getting things done. As we worked together over the years, I saw I was not wrong.

What I have admired most about Lydia is her determination to grow in order to be a greater asset to her employer. After two years at Colonial, she decided to get a Master’s in Human Resources to better understand how to minimize waste and maximize manpower. This led to her becoming General Manager of Colonial’s Northeastern Operations. It did not surprise me that within a year the department had implemented programs that saved Colonial almost $200,000 per quarter.

While I was sorry to hear my good friend might be leaving Colonial, I can understand how excited she might be about this opportunity with Gigawatt Tech Solutions. She has proven herself time and again to be an invaluable asset. This endorsement letter cannot stress enough that she will do the same for you.

Best regards,

Tomasso Ruggiero