Tracy Pope   
IT Director   
ABC Company   
123 Anywhere Street   
Somewhereville, Best State 88889

1/1/2010

Mr. Ryan Francom   
IT Manager   
XYZ Inc   
456 Somewhere Road   
Best Town, State 88888

Dear Mr. Francom:

I have been the IT Director at ABC Company for the past 5 years where it was my privilege to hire and work with Mike Jones. This letter is a response to your request for references dated 12/26/2009.

I originally hired Mike 3 years ago to work in support services within our IT department. It became evident very quickly that Mike was overqualified for this job and he was quickly promoted to our development group where he has been managing internal development projects for our company for the last 4 years. His duties included writing specifications, sourcing hardware, managing external software engineers and overseeing quality assurance testing.

We are extremely sad to see Mike leave our team, but understand his desire to relocate to the west coast. I have always found him to be an honest, hardworking, intelligent and trustworthy individual. I highly recommend, without reservation that you seriously consider Mike for any open positions within your department.

Mike is a self starter and works well with others. I am confident that he will be able to quickly begin to provide value to your team. If you have any additional questions, please do not hesitate to call me at (123) 456-7890.

Sincerely,

Tracy Pope