**Employment Referral Letter**

5th August 2010,

Protext Company Inc.,

Srinagar Colony,

Hyderabad.

Sir,

This is my personal recommendation for Cathy Douglas.I have been Cathy’s immediate supervisor for several years. She is a pleasant lady who worships her work. She has successfully developed several marketing plans for our company that has resulted in increased revenue. During her tenure, she ensured profits of the company. The huge turn over was a direct result of the plans implemented by Cathy. She is a person who has leader ship qualities, excellent communication skills and positive attitude.

Cathy was an asset to our company. Her supervision over her subordinates is remarkable. She also coordinates her co workers. In addition to writing effective training modules for sales representatives, she assumed a leadership role in sales meeting, and inspiring and motivating other employees. I highly recommend Cathy for employment. She is a team player and would make a great asset to any organization.

Yours Sincerely,

Sharon Fenny,

Marketing Manager.

ABC Company