

## Thomas Jones

123 Business Rd., Business City, NY 54321 - 555-555.555 - thomas.jones@email.com

February 15, 2018

To Whom it May Concern:

Jane Doe has worked for me as a Merchandiser Supervisor for the past two years. While under my supervision, her responsibilities have included hiring, training, and supervising store service personnel.

She has established an outstanding rapport with store managers and owners. Her ability to get work done through the service personnel has been outstanding. Jane is highly respected by the people who work under her supervision; she is organized, thorough in her paperwork, and is always on time.

Jane has done an excellent job and I would highly recommend her for a position with your organization.

Please let me know if I can provide you with any further information.

Respectfully,

Thomas Jones  
Manager  
Acme Retail

# Sample Reference Letter For A Boss

**Christian Drosten**



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