

Dear Hospital Administrator and Board of Directors:

It is with mixed emotions that I write this letter of recommendation for one of my favorite nurses, Sally Sweet. She has served by my side and with other physicians here at XYZ Regional Medical Center for the past 20 years. She is an integral part of this hospital, adored by the patients and respected by her peers. Sally wishes to move to the Charleston area to be closer to her grandchildren and she needs to find a position in her profession as a nurse in that area. As a grandparent I understand her desire to be closer to her grandchildren, but as a physician I will miss her immensely.

Sally is what many of us in medicine would call "old school" in terms of her work ethic, sense of duty and responsibility, physical stamina and emotional flexibility. At the same time she does not shy away from new technologies and changes in treatment methods, but rather embraces them enthusiastically as her greatest desire is to help heal patients both physically and emotionally. Sally is always flexible when it comes to working late due to an emergency case or changing shifts due to a sick co-worker. She is one of the most reliable nurses I have ever had the privilege of supervising.

She is able to strongly empathize with very sick patients and their families while remaining calm herself, thinking clearly and rationally and controlling her own emotions. Sally has excellent communication skills and the ability to take impeccable notes for each patient's medical record file. She thrives in a fast-paced environment and is an amazing multi-tasker. Sally is able to clearly and effectively explain discharge instructions to patients and their families and calmly answer all of their questions. Chronically ill patients often ask for Sally when they return to the hospital.

Although XYZ Regional Medical Center will not be the same without Sally Sweet, it is my pleasure to recommend her for a position as a nurse at your healthcare facility. I am confident that you would be extremely pleased with Sally's level of dedication to her profession and most importantly to the patients. Please contact me should you have questions or wish to further discuss Sally's work record here. My direct line is (555)-555-5555 and my email address is [email]

Respectfully,

Thomas Wilson

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Ferguson



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