

Business Reference Letter for Employee

Michael Green

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Sarah Johnson

Human Resources Manager
Innovative Solutions Inc.
789 Innovation Drive
San Francisco, CA 94107

Subject: Business Reference for Mr. David Thompson

Dear Ms. Johnson,

I am writing to provide a strong recommendation for Mr. David Thompson, who worked as a Senior Project Manager at GlobalTech Industries from March 2018 to September 2024. During his tenure with our company, David demonstrated exceptional leadership, project management, and problem-solving skills, making him an invaluable asset to our team.

David managed multiple high-profile projects for us, including the implementation of a new software system that resulted in a 15% increase in productivity across departments. His ability to lead cross-functional teams, stay organized under pressure, and consistently meet tight deadlines was truly remarkable. He has a deep

understanding of both technical and business processes, which allowed him to bridge the gap between various teams and ensure successful project outcomes.

In addition to his technical expertise, David is a strong communicator and an excellent collaborator. He consistently worked well with colleagues and clients, maintaining a positive attitude and professional demeanor in all situations. His attention to detail, combined with his ability to think strategically, enabled him to excel in every project he managed.

I am confident that David will be a valuable addition to any organization. He is dedicated, hardworking, and brings a wealth of experience to the table. I highly recommend him for any leadership or project management roles.

Please do not hesitate to contact me at (555) 987-6543 or michael.green@globaltech.com if you need further information.

Sincerely,

Michael Green

Operations Manager

GlobalTech Industries