

Dear Ms. Tilley,

I am writing this letter to recommend Lori Forsyth as a Manager for your organization. Lori, in my opinion, reached the level of manager two years ago with her exceptional performance. But our organization is not growing to the point where we can make her a manager, so I suggested that she explore her options.

Lori is exceptionally responsive to her duties and is able to interpret even the most complex instructions. She is already a resource for the people in her department and she has been acting as an unofficial supervisor for months. The move to becoming an official manager is the next logical step for her.

Lori has been the team lead on several special projects and that was at my recommendation and the insistence of the employees. Lori has garnered nothing but respect from her peers and they view her as a supervisor right now. Lori has earned the title of manager and your company would benefit greatly from hiring her.

While I will be sad to lose Lori, I feel that this move is the right one for her career. Should you have any questions, please feel free to call me at 555-458-8763 or email me at [henry.justin@email.com](mailto:henry.justin@email.com).

Sincerely Yours,

Henry T. Justin