

Bromley's Men's Wear
1021 State Street
Santa Barbara, CA 93101

January 10, 20xx

To whom it may concern:

I have known Gerald Raines for the past two years while he has worked as a salesperson and an Accounting Assistant at Bromley's Men's Wear.. I have been consistently impressed by both Gerald's attitude towards his work and his performance on the job.

His interpersonal and communication skills have allowed him to develop productive working relationships with both our customers and our staff.

He has really developed as a salesperson. During last holiday season he was one of our top salespersons. When not helping customers or ringing up sales, he keeps busy, straightening stock and restocking shelves.

Gerald has taken some of our accounting responsibilities after completing his class in Virtual Enterprise. He handles accounts receivable and payroll.

If you have any questions about Gerald or his abilities, please contact me at Bromley's. Phone is 805-555-1212. I can be also be reached at our company's email account.

Bromleys_jasondavies@gmail.com

Sincerely

Jason Davies, Manager