**A.B.C Company Ltd**  
52nd Leader Street, Millville, Chicago  
Tel: 555-6699

20th April, 2010

Dear Mr. Hassan:

Reference for Mr Jefferson Blond

Jefferson Blond has been working with us for many years now. From the time he had joined us at A.B.C., he has proven himself to be a great asset to our company. He has always been reliable and not given us any chance to complain about anything related to him.

Jefferson is one such person who was well appreciated for his work. He had a very healthy relationship with his colleagues and was very helpful towards all.

His efficiency was contributed to all areas. He was a valuable element to our company. Certainly he will be considered as one by any company he joins. We will miss him dearly. Considering it’s his decision to move, I recommend him to your company without any strings attached.

Sincerely,

*John Locke*

John Locke  
Managing Director

John.l@anl.com