October 2, 20XX

Lolan Song

123 Main Street

Northampton, MA 98052

Dear Sir:

Darcy Jayne was employed at Relecloud Hosting Company from April 2014 through August 2017 and worked as Director of Support Services under my supervision for the latter two years. In that position, she was responsible for managing support staff, as well as responding to customer service issues and assisting projects toward completion. During her time here, Darcy approached each assigned task in a positive manner, was very conscientious about productivity, and displayed an attitude of dependability and cooperation.

Darcy repeatedly demonstrated the ability to accomplish assignments independently, while also working very well as a team member. She frequently sought out new assignments and willingly took responsibility for new tasks even when it required learning additional skills.

Darcy is a motivated and hard-working individual who would be an asset to any company, just as she was at Relecloud Hosting Company. I highly recommend her for employment. Please let me know if you need further information.

Sincerely,

Paul Shen