**RECOMMENDATION LETTER**

Dear Arya Smith,

It’s my absolute pleasure to recommend Joanne Adams for the Sales Manager position with The Sales Company.

Joanne and I worked together at Generic Sales Company, where I was her manager and direct supervisor from 20XX to 20XX.

I thoroughly enjoyed my time working with Joanne and came to know her as a truly valuable asset to our team. She is honest, dependable, and incredibly hardworking. Beyond that, she is an impressive problem solver who is able to address complex issues strategically and confidently. Joanne is inspired by challenges and never intimidated by them.

Her knowledge of sales etiquette and expertise in cold calling was a huge advantage to our entire office. Not only did she put this skill set to work, but she also led a series of training sessions on cold calling with the team—increasing our total sales by over 18% in just one quarter. I know that Joanne was a huge piece of our success.

Along with her undeniable talent, Joanne has always been an absolute joy to work with. She is a true team player, and always fosters positive discussions and brings the best out of other employees.

Without a doubt, I confidently recommend Joanne to join your team at The Sales Company. As a dedicated and knowledgeable employee and an all-around great person, I know that she will be a beneficial addition to your organization.

Please feel free to contact me at 555-123-4567 if you want to discuss Joanne's qualifications and experience further. I’d be happy to expand on my recommendation.

Best wishes,

Kat Boogaard

Director of Sales

Generic Sales Company