

SAMPLE LETTER FROM EMPLOYER

JOB STATE EMPLOYMENT COMPANY
123 Real Street Second Chances, CA 91234
(555) 555-1111

DATE

Housing Corp.
2020 Place Pl.
Yourtown, CA 98765

To whom it may concern:

I write this letter on behalf of Ms. Applicant, whom I have known almost five months. I can say with certainty that Ms. Applicant is an indispensable member of the team. She has always conducted herself professionally and respectfully. I would rent to Ms. Applicant if given the chance because I know Ms. Applicant to be a dependable person of character.

I first met Ms. Applicant in May 2017 when she applied to be a widget troubleshooter. We hired her and since then, she has always been professional and responsive. In her time with Job State, Ms. Applicant has exceeded goals set for her. She is a hard-working and dependable employee who gets along with nearly everyone she interacts with. I would say, in a work capacity, her best qualities are her dedication and 'can-do' attitude.

Outside of work, Ms. Applicant is a kind and funny person. I am happy to know Ms. Applicant both inside and outside of the workplace.

Ms. Applicant has shared her past problems with me regarding her prior conviction and time in prison. From my interactions with her, I believe her to be a more mature and responsible woman today. Nothing in my interactions with Ms. Applicant has shown her to be anything but a class act and great employee. Therefore, I recommend you consider Ms. Applicant for your complex. If you have any questions please reach out to me.

Sincerely,

June Hinglebert
Assistant Manager
Phone: (555) 123-4567
Email: jhingleb@jobers.org