

Functional texts: Letter of recommendation 1

Name: Kinga Wójcik

You are the head of Aviva Insurance Branch in Leeds. Write a letter of recommendation for either Susan or John Stewart who worked in your department. They worked as department managers. Now, they want to leave your company and start a new life elsewhere but you do not know exactly where.

Word limit: 240–260 words.

Julie Bennett  
Aviva Insurance Branch in Leeds  
9 Hall Lane  
Leeds LS7 3HE

13<sup>th</sup> December 2021

To Whom It May Concern

Letter of Recommendation for Susan Stewart

It is my pleasure to write a letter of recommendation for Susan Stewart, who worked in Aviva Insurance Branch in Leeds for the past two years.

I worked with Susan from her very first day in our firm. Susan, employed as a department manager, had responsibilities which included: increasing sales and productivity of our department, keeping staff motivated, organising work, recruiting and training new employees. Her duty was to build a powerful team of valuable workers, as well as to endear a solid group of customers for the department and the whole company.

Susan was not afraid to deal with issues that came with the crisis in our company. Her priority was to keep our company in a strong position among other firms despite the problems. In that time, she also increased the sale by 20 percent in just one month and, what is more significant, she managed to keep all the employees in the department. No one has ever done such thing in our company.

As I mentioned before, Susan has impressive leadership skills. She is extremely customer and quality oriented. She combines the professionalism with a brilliant sense of humour, keeping her authority strong. When she faces the challenge, she gives one hundred percent of herself and she expects the same from her co-workers. In my opinion she is a born leader.

I highly recommend Susan Stewart as a valuable employee to any company.

If you had any queries, do not hesitate to contact me at 567-234-992 or by e-mail [julie.bennett@gmail.com](mailto:julie.bennett@gmail.com)

# Correction Officers Recommendation Letter

**Lei Huang**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name bar.

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