



Date: DD/MM/YYYY

### To Whomsoever It May Concern

It is a pleasure to write on behalf of Ms. Donna Harper, who has worked at our organization, ABC Interior Design from April 1, 2009 to June 30, 2010 in the capacity of a Design Associate (or appropriate designation).

Her job included generating novel concepts and providing unique interior design solutions for various settings, making detailed designs for the purpose of execution, selection of appropriate materials to be used based on the design, and overseeing the entire design process involved in many project.

Her gross remuneration during the termination of employment with ABC Interior Design Solutions was US \$60,000 (or appropriate figure) per annum.

Donna has always been highly self-motivated from the very start, a good example being her absorption into the company from an intern to a full-time employee in a short span of three months. She has always strived to develop new and unique concepts and has only shown a positive growth in her design skills. She has remarkable communication skills that have been greatly appreciated by her colleagues and her clients alike. Donna is a wonderful team player and her motivation and enthusiasm for better results has always rubbed off on her colleagues. You can easily rely on her to complete the tasks assigned to her well within a deadline, and with innovative solutions as well.

Donna will be a valuable asset to any organization she joins in the future. We wish her all the luck in her future endeavors.

Sincerely,

(Signature)

Name of Authority

Designation

Name of the Organization

Address of the Organization

( *Company Seal* )