

June 2016

To whom it may concern,

Ann Hubbard has been a part of my team as Sales Administrator for the past 12 months and has proven herself to be hardworking, honest, trustworthy and a great team member.

She has shown excellent administration skills, is strong with Excel and Word, and quickly learnt new software systems.

It is with great regret that we are losing Ann to this fantastic opportunity to relocate.

I have no doubt that Ann will prove to be an excellent employee for any future role.

Should you have any queries then please do not hesitate to contact me at the below.

Yours faithfully

A handwritten signature in black ink that reads "Matt Addison". The signature is written in a cursive style with a large, stylized 'M' and a long, sweeping underline.

Matt Addison
Estimating Manager
mattaddison@hotmail.co.uk