

**Subject:** Maxwell Jones Reference

Dear Mr. Green,

I was pleased to hear that Maxwell Jones has applied for the position of \_\_\_\_\_with XYZ Enterprises. Max worked for me as a \_\_\_\_\_at CNE Inc., from 20XX to 20XX. He is a \_\_\_\_\_and \_\_\_\_\_ person, who consistently surpassed his quotas, and had a very high customer rating.

Maxwell is a motivated employee and an excellent leader. Although he was an associate in my department, he took the initiative to mentor new hires and set a positive example for the team. I can enthusiastically recommend him for a \_\_\_\_\_.

If you have any questions or would like any other information, please contact me.

Sincerely,

Rebecca Holt  
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