

# Thomas Livee

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Date: [Insert Date]

**Dear [Recipient's Name],**

This letter is written to provide a professional reference for Alex Johnson, who was employed with Example Corp from January 1, 2021 to December 31, 2023.

During this period, Alex Johnson held the position of Software Engineer and was responsible for leading development projects and mentoring team members.

Alex Johnson demonstrated strong professional skills, a high level of integrity, and a consistent commitment to quality and teamwork. He consistently delivered high-quality work and met project deadlines.

Based on our experience, we believe Alex Johnson would be a valuable asset to any organization and we recommend them without reservation.

Should you require any further information, please feel free to contact Jane Smith at Engineering Manager.

Sincerely,

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**Thomas Livee**  
Chief Technology Officer

