To

Timothy Bill

Senior HR Manager

Date: xx March 20xx

Subject: sales job reference letter

Respected Sir,

I, Jonathan Andrews, the Sales Department head of Princeton Corporation am writing this letter to you for the purpose of referring the perfect employee for the post of sales executive in your corporation.  I strongly and confidently recommend to you Mr. Lewis Parker for this job and am sure that he is the employee that you are looking for!

Mr. Lewis Parker joined Princeton Corporation 3 years back as a sales entry level employee and was appointed by me. He slowly learnt the basics of the job and used his qualifications and convincing abilities to perform really well at both field duties and in-store sales tasks.

In these years of my association with him, I have found him to be a quick learner who possesses excellent communication skills and a personality which works really well on any sales executive. This is the reason why I think he will be suitable for your company.

Thanking you

Jonathan Andrews