



Kelley Allen
Sugarland Enterprises Inc.
1373 Coffeen Ave
Sheridan Wy 82801

To whom it may concern,

I am writing a letter of reference for Shania Channel. Shania has worked for me for the past two years. She has held one of the main positions in our bakery department. She comes in ready to take on our busy establishment. She prepares fresh baked goods and ensures that our customers receive the best of our bakery at their tables. Shania is a full time employee in the summer months and moves down to part time to be a full time student.

Shania has proven to be an excellent team member who continues to help in other areas of our business when needed. Shania takes pride in having good working relations with all her employees and is very respected by others.

I highly recommend Shania, as she will contribute and be an asset to any organization.

I encourage you to call for any assistance in giving more information about Shania. Please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Kelley A. Allen".

Kelley Allen

Bakery Manager