

Dear Tom:

Though we have not personally met, I did want to take this opportunity to compliment two members of your staff. My initial interaction with your firm was last September when Jenny DeVaughn contacted me after a colleague of mine referred me to her for a position she had posted. Her response was immediate, friendly and professional. Her follow-up thereafter was thorough, constant and encouraging. And, though I was not selected following the final round of interviews, she was encouraging and sincere in her feedback.

Two months later, having applied for another position being handled by Talent Connections, I was contacted by Mary Reany, with whom I felt an immediate rapport due to her professionalism, honesty and handling. Fortunately for me, after months of interviewing and consideration, I have been offered the position and couldn't be more pleased with my experience throughout the placement process!

Though I am confident that you realize what a great team you have on board, I want to personally convey my appreciation to you, Mary, and Jenny for the time dedicated to my job pursuit by each of your associates. The quality and professionalism that exhibited by these two women speaks volumes for your company!

Sincerely,

Recently placed HR Professional