February 20, 2012

Dear :

As you know, my final day at is fast approaching. I am disappointed that my position here is ending, but I understand that the company layoffs are necessary due to the changing economy.

My search for a new position has already begun, and I am pleased with the number of possible opportunities I’ve uncovered. However, in this tight job market, I need more than just a good resume to get my foot in the door. Therefore, I am hoping that you can write me a recommendation that I can use in my job search.

As my manager of years, you are very familiar with my skills as a as well as my excellent written and oral communication skills and my overall enthusiasm for working in the industry.

Do you feel that you can write me a good recommendation?

If you have any questions, or would like to schedule a meeting to further discuss this, please feel free to contact me at work or at home. My home phone number is .

Sincerely,