

To Whom it May Concern:

I am writing a letter of recommendation for Peyton Trujillo who has been my Customer Service employee since May 2019. Peyton is intelligent, kind hearted, and dependable. Peyton picks up on new processes and procedures quickly and abides by all policies. Peyton works well in team settings but also excels independently. Peyton is a rising star, I am certain she will go on to accomplish great things.

Peyton has been laid off due to structural changes at Sweis, Inc. causing our Reno Customer Service location to close. This change in employment is in no way a reflection on her.

Any employer would be very fortunate to have Peyton on their team.

Please feel free to reach out to me at any time for further information.

Sincerely,

A handwritten signature in black ink that reads "Angela Ohm". The signature is written in a cursive, flowing style.

Angela Ohm

Customer Service Manager

Sweis, Inc.

(530) 945-1987