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Subject: Letter of Recommendation for Ms. Karen Millar

To Whom It May Concern:

I am pleased to write this letter of reference for Karen Millar. I have worked with Karen at the University of Utah Department of Chemistry for the past four years. During that time, I have known her to be dedicated and enthusiastic. She has consistently taken initiative in her work and has displayed a very friendly, outgoing nature when working with the faculty, staff and students. She has been an asset to the department and I am absolutely happy to recommend Karen to you and am sure that she will be a great addition to your staff.

Faithfully,

Shawn Laughlin  
Director of the Chemistry Computer Center