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To whom it may concern,

This is a letter of reference for Alex Garrett who has worked for me for a year in the position of Analyst/Programmer.

In that time Alex has contributed to the maintenance and ongoing development of the groups main software product. He has shown himself to be both competent and professional. He has demonstrated a methodical and thorough approach to any task he has taken on, thus ensuring a quality product that meets clients requirements is produced.

Alex is a very friendly and sociable person who works well in a team and who is always willing to assist others.

I would recommend Alex for any position he may apply for, as with his abilities and commitment he would be an asset to any organisation.

Yours faithfully,

C. E. Malley