Mrs Eimear Connelly

Computer Design School

Email: eimear@computerschool.ie

Phone: 023459964

15th October 2015

Siobhan White

The I.T. College

Reference for assistant teacher, Brigid Donovan

Dear Ms Siobhan White,

I hope this letter finds you well. I am Eimear Connolly, Administrative Director at the Computers Deign School.

Ms. Donovan has been working for our school for five years. She has an excellent track record and is well-known for her sense of initiative and persistence. I am sure that she will grow even more and do a great job in your training programme.

Ms Donovan will hopefully continue to work for us on a part-time basis and we fully support her return to education.

Thank you for your time. If you would like to ask more questions, I will be happy to accommodate you.

Simply give me a calling at 555-5555. This is my work number so feel free to give me a call between 9 and 5.

I wish you all the best.

Sincerely,

 Mrs Eimear Connelly

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