

December 26, 2024

To Whom It May Concern,

I am pleased to write this letter of recommendation for Mia Fite, who has been a valued part of our team as a part-time Instructional Designer. While her departure is due to a lack of current business needs and not a reflection of her skills or performance, I cannot speak highly enough about her contributions and abilities.

Mia's consistently demonstrated professionalism, creativity, and a proactive approach to problem-solving. She excelled in collaborating with our team, making her exceptionally easy to work with. Her ability to take feedback constructively and quickly incorporate it into her work was a significant asset, ensuring that projects were completed efficiently and to a high standard.

In addition to being an innovative thinker, Mia brought a creative touch to all her projects, often exceeding expectations and delivering instructional materials that engaged and inspired. Her resourcefulness and attention to detail have been invaluable in meeting tight deadlines and adapting to evolving project needs.

If we had the capacity to sustain her position, we would have gladly retained her. I have no doubt that she will be an excellent addition to any team. Her skills, work ethic, and positive attitude make her a standout candidate for any instructional design role.

Sincerely,

Marielle Carroll

Marielle Carroll
Sr. Training Manager