



Phyllis A. Larson
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This letter is regarding my work experience with Steve Pruitt. Steve's performance has been excellent, and we have felt fortunate to have him in our group. Steve has worked under my direct supervision since early in 1998. He has been responsible for our HR Web site, the HR Café. The Café is user-friendly, colorful and simple to navigate. During this nearly 5-year period, I made the following observations:

- Steve is a diligent, conscientious worker.
- He is a team player who is popular with – and respected by – his colleagues.
- He learns fast and adjusts readily to change.
- He has a high level of energy and enthusiasm.
- He has a solid appreciation for the confidential nature of his work.
- He is a "self-starter" who requires minimal supervision.
- He has high standards and a commitment to client service.
- He can be relied upon to meet deadlines and commitments.
- He exhibits a relaxed, confident temperament and maintains that demeanor – and continues to be an effective worker – even under stressful situations.
- His conduct as a person and as a professional always has been above reproach.

In summary, I believe that any organization within the company would be fortunate to have Steve on staff. I recommend him without reservation.

Sincerely,

A handwritten signature in blue ink that reads "Phyllis Larson".

bcc: Steve Pruitt