

August 4, 2021

Chris Anderson
Human Resources Manager
XXXX
Toronto, ON 6A6 8A8

Dear Mr. Anderson,

Good Day!

I am reaching out to kindly ask you to be my referrer for my future job applications. You were the first person I knew at XXX two years ago and you have helped me a lot in the early stage of my career. I would like to thank you for your countless guidance and support.

As you already know, I left XXX to study for another degree in computer science at UBC. Currently, I am graduating in a few months and I have been actively seeking for new grad positions. Since you know me very well during the time when I was at XXX, I am wondering if you could be my referrer for the future jobs that I am applying for. Of course, I completely understand if you are unable to commit to this.

Thank you very much for considering my request. Please let me know if you have any questions. Your response will be truly appreciated.

Sincerely,

Fei Long

August 4, 2021

Julia Peters
Regional Director
XXXX
Toronto, ON 6A6 8A8

Dear Ms. Peters,

Hope you are doing well.

I am reaching out to kindly ask you to be my referrer for my future job applications. I had amazing two years working at XXX under your leadership. You truly demonstrated what a great leader should be. I would like to thank you for your countless guidance and encouragement.

My work experience at XXX helped me find my passion in data analytics and programming. As you may know, I left XXX to study for another degree in computer science at UBC. Currently, I am graduating in a few months and I have been actively seeking for new grad positions I would be grateful if you could be my referrer for the future jobs that I am applying for. Of course, I completely understand if you are unable to commit to this.

Thank you very much for considering my request. Please let me know if you have any questions. Your response will be truly appreciated.

Sincerely,

Fei Long

August 4, 2021

Megan Lee
Area Manager
XXXX
Toronto, ON 6A6 8A8

Dear Megan,

Hope you are doing well.

I am reaching out to kindly ask you to be my referrer for my future job applications. You were the direct supervisor at XXX and you have helped me a lot for the two years we have worked together. I learned a lot about the industry from you and I would like to thank you for your countless guidance and support.

As you already know, I left XXX to study for another degree in computer science at UBC. Currently, I am graduating in a few months and I have been actively seeking for new grad positions. Since you know me very well during the time when I was at XXX, I am wondering if you could be my referrer for the future jobs that I am applying for. Of course, I completely understand if you are unable to commit to this.

Thank you very much for considering my request. Please let me know if you have any questions. Your response will be truly appreciated.

Sincerely,

Fei Long