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Aug.6th, 2014

ISM

P.O.Box 22160

Tempe, AZ 85285-2160

Sample

Dear Professional Credential Department:

This letter is to verify full-time employment for \*\*\*\*. Miss \*\*\* has worked at \*\*\*\* International Shanghai) Co., Ltd, for 3 years and eight months in procurement department.

She is a China Procurement manager in my department. She Leads China purchasing and sourcing activities in support of global strategic plan forensuring continuity of supply in chemical products such as, ethoxyquin, organic acid and selenium yeast.

I have to say she has done a really good job at her position. In FY14,she leaded her team to accomplish the main tasks and grained a successful year.

1. Cost saving for Shanghai plant and saving opportunities for other worldwide plants; The saving is USD\*\*\*\*K for our Shanghai Plant through alternative suppliers . This achievement leads her subordinate Ms. \*\*\*\*\*to reward the local award prize.

2. Selected and evaluated \*\*\*\*\*\* suppliers for long term toll manufacturing purpose in China to cost down. She is a team leader in China in this project. She is taking good use of the learning skill through CPSM regarding the cost break down for \*\*\*\*\*\*, and successfully selected two qualified suppliers. This project will help to save $500K for the global mineral business unit.

3. Close monitoring to the market for key raw materials; She is well understanding the market intelligent for fumaric acid and benzoic acid raw materials, with the information, she purchased the organic acid in advance when the price is the lowest in the year, further she consolidated the whole Novus in world organic acid requirements. So she made cost avoidance for our finished products Santoqui n Max and \*\*\*\* Plus to reach the cost saving.

Overall she is a quick learner, active and proactive, a good team worker and responsible. Well-armed with professional knowledge in procurement, I am very proud of her contributions in the past years, and do hope she can have an even better future in her career.

If you have any questions please contact me at \*\*\*\*\*\*\*or my email

\*\*\*\*\*\*\*\*

Mr. \*\*\*\*\*\*\*\*

Asia Pacific Procurement Manager

\*\*\*\*T (Shanghai) Co., Ltd