

To Whom It May Concern

25th March 2005

Simon Jones worked with T Four Group from July 2004 as a freelance Web Designer. Simon's duties included updating & maintaining our website. In addition Simon created a sophisticated database thus enabling T Four Group customers to enter their company details via a security access code together with the facility to arrange mass mailings when necessary.

Strength: Simon performed his tasks with the professionalism that was required & took a lot of pride in his work.

Interpersonal skills: Simon was amiable, a good communicator at all levels (both written and verbal).

Initiative: Able to work on his own initiative, with common sense and logic to ask question when in doubt.

General suitability for the type of work assigned: Simon was a very enthusiastic person and enjoyed the work he did.

He was of a happy disposition! It was a pleasure having him as part of our team. I let him go with the highest recommendation to whosoever employs him in the future.

Yours sincerely



Caroline Johnson (Mrs)
Managing Director



T4 Group