

February 1, 2007

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To Whom It May Concern:

It gives me great pleasure to be able to write a reference letter for Mei-Yin Teo. Mei was a researcher and writer for The Shurguardian, our quarterly internal newsletter from 2003 to 2005. During this time, Mei made an outstanding contribution, demonstrating good writing and interviewing skills, an ability to juggle multiple projects at once and is exceptional at meeting deadlines.

Her principal duties were researching stories, interviewing mainly internal employees and at times external partners and writing stories for our newsletter, which was circulated to 600 employees and shareholders. Mei has considerable expertise in simplifying technical information and writing for a wide range of audiences. She is extremely flexible, punctual and hard working.

Mei is a team player, always willing to go the extra mile and is adaptable in meeting the challenges of a very fast-paced and growing environment. Her ability to work independently and show initiative has been an asset to myself, and the marketing communications department as a whole.

I would, without hesitation, recommend Mei in any communications environment. If you would like to further discuss Mei and her performance, please don't hesitate to contact me at the number below.

Sincerely,

Laurence Vandelanotte eMarketing Manager +32 2 229 56 06

