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24 November 2005

Dear Sir/Madam

Rafal Zurmanowicz – a thorough recommendation

I am writing this reference in a personal capacity. This is because my employer, The National Archives, does not permit its staff to write employment references.

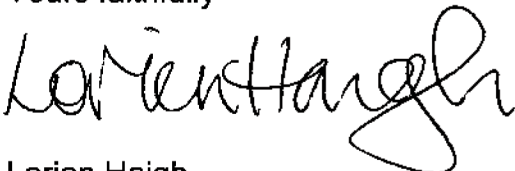
Rafal worked for me in my role as Website Manager from 14 September to 31 October 2005, and for our Information Architect Gemma Richardson from 1 November to 25 November 2005. He is leaving us because his contract has come to an end.

Rafal has proved himself a popular and dedicated member of the team, and his skills turned out to be much higher than required for the "junior" position he was initially working in. As a result his initial contract was extended when our Information Architect needed help with some designs.

During his time with me, Rafal's work was accurate and fast. He put sections of the website together, dealt politely and efficiently with content providers, and needed very little supervision. He took to the role like a duck to water. His (X)HTML and CSS skills are excellent, and his photoshop and design skills were an added bonus to the team too.

Rafal is always cheerful and helpful to his colleagues, happy to share his knowledge as well as learn from others. He has been a real asset to the team and we will be sorry to see him go. We would be happy to have him back on board at any time if a need for a similar contractor arose.

Yours faithfully

A handwritten signature in black ink that reads "Lorien Haigh". The signature is written in a cursive, flowing style.

Lorien Haigh