



To Whom It May Concern:

As a Class "A" Member of the PGA of Canada since 1999, I am pleased to write this letter of recommendation for Jane Smith. I have known Jane since March of 2020 when we employed her as a seasonal Golf Shop Attendant at Sample Golf Club. Jane has been in this role at our facility since March 1<sup>st</sup> and is employed on a full-time basis through the 2022 golf season. Her anticipated industry hours for 2022 is 980 hours, with an average of 40 hours per week until the end of her employment on October 31, 2022.

Jane has been an avid golfer since the age of ten and maintains a Golf Canada Index of 5.5. I am confident that she possesses the skills to meet the PGA of Canada's currently Playing Ability Test standards. I am excited to hear about her interest in becoming a PGA Professional and I know Jane will be a great ambassador for the PGA of Canada.

Should you have any questions, please do not hesitate to contact me at your convenience.

Sincerely,

John Doe  
Head Professional  
Sample Golf Club