



Legion Glass LLC
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682-803-8593
10/16/2023

To Whom It May Concern:

This letter serves to confirm that **Sandra Harmon** has been employed with **Legion Glass LLC** from **May 15, 2021** to **Present**, a period of approximately three years.

Sandra Harmon held the position of during their time with us. In this role, their responsibilities included, but were not limited to:

- Managed the full recruitment cycle including job postings, candidate sourcing, interviews, and selection.
- Assisted in the development and implementation of company HR policies.
- Managed payroll processes, benefits programs, and employee leave records.

Throughout their employment, Sandra Harmon demonstrated professionalism, strong work ethic, and excellent skills on task that was given to her. They were a valued member of our team and consistently contributed to the success of the company.

Should you have any further questions regarding Sandra's employment with us, please feel free to contact me at the details provided above.

Sincerely,

Robert Harmon
Owner