**REFERENCE LETTER**

Jane Williams

Pacific Corp

47 Ocean Street, Suite 12

Los Angeles, CA 90001

jane.williams@email.com

March 18, 20XX

Andrew Lee

Atlantic Operations, Inc.

41 East 14th Street, Fourth Floor

New York, New York, 10001

Dear Andrew,

John Wilson has worked for me here at Pacific Corp. for four years. He started as an intern and quickly rose to an administrative position while still attending classes at Ocean Community College.

He quickly became one of our most valued employees, the person everyone went to with questions and special projects. His dedication and willingness to work long hours to get the job done have made him a favorite team member for everyone on staff.

I highly recommend John for your assistant position. In his time at Pacific, he has shown the technical, organizational, and interpersonal skills that make for a truly exceptional administrative assistant. In particular, I know that you’re seeking someone with exceptional customer service and telephone skills, as well as the ability to get up to speed quickly with proprietary software. John offers all these skills, plus adaptability and grace under pressure.

We will miss having John on our team, but our loss can be your gain. Please don’t hesitate to contact me with any questions.

Best regards,

Jane Williams (signature hard copy letter)

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