**SAMPLE RECOMMENDATION LETTER**

[Name Here]

[Job Title]

[Company Name]

123 Business Road

Business City, NY 54321

555-555-5555

example@email.com

To Whom it May Concern:

I highly recommend [Employee Name] as a candidate for employment. [Employee Name] was employed by [Company Name]as an from 2018 to 2021. [Employee Name] was responsible for office support, including word processing, scheduling appointments, and creating brochures, newsletters, and other office literature.

[Employee Name] has excellent communication skills. In addition, she is extremely organized, reliable, and computer literate. [Employee Name] can work independently and is able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her. [Employee Name] was quick to volunteer to assist in other areas of company operations, as well.

[Employee Name] would be a tremendous asset to your company and has my highest recommendation. If you have any further questions regarding her background or qualifications, please do not hesitate to contact me.

Sincerely,

*Signature* (hard copy letter)

[Name Here]

[Job Title]