**[Sender Name]**

[Sender Title]

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| --- | --- | --- |
| [Email] | [Phone] | [Address] |

**To**

**[Receiver Name]**

[Receiver Title]

[Address]

[Email]

Florence Shea

(455) 333-1020

fshea@email.com

[Date]

Dear Sir or Madam,

It's with great enthusiasm that I write this letter to recommend George Messenger for an assistant position at your practice of dentistry. George has worked as a dental assistant at my practice for the past three years and has been an incredible asset to both his colleagues and patients. As a result of his recent relocation to Maine, George is now looking for a new clinic to serve, and I'm confident that he will make a great addition to your team.

George came to my practice, Shea Dentistry, right after earning his associate degree from the local technical college. He had little experience at the time—and even admitted he didn't have enough practice working with patients directly—but expressed a strong willingness to learn and develop his skills. After his first year at my practice, George had accomplished tremendous growth. He became very competent in assisting me throughout dental procedures, preparing and sterilizing instruments, taking impressions and applying treatments, all efficiently and with ease. Even more, our patients quickly grew to love George, which has been invaluable throughout his time at my practice. George is compassionate, communicative and gentle with patients, and this has made him a favorite amongst elderly patients and children alike. I believe that he truly understands the core tenets of the patient experience and strives to ensure everyone who comes to our clinic receives outstanding care, regardless of how challenging the situation may be.

In addition to working with patients and assisting myself, George performed many administrative duties for the clinic, which supported our work and made a significant difference in our effectiveness as a team. His organizational skills helped in creating a system for successfully keeping and storing patient files, which streamlined our operations. In fact, last year, George performed an audit and overhauled our entire record management system, and since then, we've had the unique ability to access information easily and without discrepancy.

For all the reasons above, I recommend George for a dental assisting position at your practice without hesitation. The patients and staff here at Shea Dentistry will miss him greatly, but we all wish him the best as he continues to serve others in Maine and provide them with excellent care. Please don't hesitate to contact me if you have any questions or need additional information. I hope you strongly consider George for this role, as I know you'll find him to be a dedicated, reliable and highly skilled employee.

Best wishes,

Florence Shea,
DMD