**LETTER OF RECOMMENDATION BY SUPERVISOR**

May 1, 20XX

Mrs. Shelly Griffin  
Manager  
Bob & Sons Enterprises.

Dear Mrs. Shelly,

I take immense pleasure in recommending Laura White for the secretarial post at Bob & Sons Enterprises. I have worked with Laura for ten years at TXJ Company Ltd. as her supervisor. She diligently offered her services as a Secretary to keep the business in a buzz of production. I believe that her zeal will ensure growth in your Company.

As the Secretary, Laura was an exceptional support system. She always scheduled appointments with her time management abilities. She organized her duties and always communicated all vital information to the clients. Above all, Laura had the initiative and self-drive, which was good for business. Her honesty and professionalism were admirable.

Unfortunately, Laura is forced to relocate to Los Angeles and be with her family. We are in a tight position losing one of our best employees. Nonetheless, I am confident that her services will be better-felt in your organization.

I strongly recommend Laura for the position of Secretary. I am confident that she is proficient in her duties. Please reach me if you have any questions regarding Laura’s conduct and work.

Sincerely,

S.K  
Samantha King