Name Here

123 Business Rd., Business City, NY 54321 · xxx-xxx-xxxx · example@email.com

September 1, 20xx

Recipient’s name
Director
Acme Retail

321 Business Ave.
Charlotte, NC 28213

**Recommendation for (Employee’s Name)**

Dear Dr. Recipient name,

I have worked very closely with Ms. (Employee’s name) during the several years that she has served as an assistant in my office. (Employee’s name) has excelled in this role, exhibiting one of the highest levels of productivity I have seen in an assistant during my 20-year tenure with the company. (Employee’s name) produces a high volume of work while consistently maintaining high standards for quality and accuracy.

Michelle possesses the ultimate "can do" attitude while taking on all tasks with a positive energy and a smile. Her upbeat personality and engaging personal style enable her to interact effectively with clients and staff. She is very well organized and keeps track of the details necessary to coordinate events of this kind and run an efficient office.

Proactive in anticipating rising administrative needs, she takes initiative to go beyond the expected parameters of her job.

All the intangibles that lead to success in the workplace are in order with (Employee’s name). There will be no unpleasant surprises and I am confident she will fit in and add to office morale.

I volunteered to write this recommendation for (Employee’s name) because I am very grateful for her contributions to our office and very confident that she has the intelligence, work ethic, and communications skills to add value wherever she works.

Please feel free to contact me if you have any questions about this outstanding young woman.

Sincerely,

Name here

Manager

Acme Supplies