Employee recommendation letter

To Whom it May Concern:

(Employee’s name) Job was employed as an Administrative Assistant from 20XX – 20XX. During her time at Intech, (Employee’s name) was responsible for office support, including word processing, scheduling appointments, and creating brochures, newsletters, and other office literature.

(Employee’s name) fulfilled employment responsibilities with little supervision. The position required interaction with the public, as well as the ability to liaise between different departments. Success was dependant on strong communication and interpersonal skills.

I am happy to act as a reference for (Employee’s name) and can speak to her customer service skills, work ethic, computer literacy, and professionalism. Please feel free to contact me should you require further information.

Sincerely,

Name Here

Community Involvement Coordinator

Intech

123 Fake Street

xxx-xxx-xxxx

example@email.com