To Whom it May Concern:

I have had the pleasure of knowing (Employee’s name) for eight years. During the years of our acquaintance, I have known (Employee’s name) in many capacities. She has been my Mother's Helper since the birth of my first child five years ago. Her responsibilities in that capacity have grown with the activity level of a now preschooler, and the addition of another child, now a toddler.

She has also been my riding student, and assisted me with the many tasks required to run a thoroughbred breeding facility. She has spent several summers working on the farm, as well as time during school vacations, after school, and weekends.

(Employee’s name) is an intelligent, capable, dedicated, and personable young woman. She is always quick on her feet, with sensible reactions in all the circumstances I've seen her in. I feel confident in saying that she is capable of handling any situation with thoughtfulness and maturity.

Name here