John Lee  
Manager  
Acme Retail  
123 Business Road  
Business City, NY 54321  
555-555-5555  
john.lee@email.com

To Whom it May Concern:

I highly recommend Jane as a candidate for employment. Jane was employed by Acme Retail as an Administrative Assistant from 2018 to 2021. Jane was responsible for office support, including word processing, scheduling appointments, and creating brochures, newsletters, and other office literature.

Jane has excellent communication skills. In addition, she is extremely organized, reliable, and computer literate. Jane can work independently and is able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her. Jane was quick to volunteer to assist in other areas of company operations, as well.

Jane would be a tremendous asset to your company and has my highest recommendation. If you have any further questions regarding her background or qualifications, please do not hesitate to contact me.

Sincerely,

*Signature* (hard copy letter)

John Lee  
Manager