**RECOMMENDATION LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

**To Whom It May Concern,**

I would like to recommend **[name]** as a candidate for a position with your organ-ization. As Staff Assistant, **[name]** was employed in our office from years 20XX – to 20XX

**[Name]** did a remarkable job in this position and was an asset to our organization.

She has excellent communication and written skills, is highly organized, and can work independently.

**[Name]** was responsible for supervising the department office assistants during her tenure with our company. Under **[name]** management, these assistants were responsible for many of the office’s essential clerical and administrative functions.

**[Name]** scheduled and managed multiple assistants to maintain efficient office operations. She developed a program to train these assistants that led them to become well versed in operations half the time they used to.

Sharon had an excellent rapport with multiple constituents, including clients, employers, and professional organizations. Her ability to communicate effectively with all these people via email, on the phone, and in-person made her an asset to us.

She would add value to any company, and I recommend her for any endeavor she chooses to pursue. Contact me if you have any other questions.

Yours truly,

**[Name]**

**[1234 Street Address]**

**[Email Address]**

**[Phone Number]**