TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Employment reference letter

Dear **[Name]**

I am writing to recommend Marta Kay as a candidate for the marketing assistant position within your organization. At A&C Marketing Co., Marta worked as a marketing assistant and provided direct support to me as the marketing director. She worked at our organization for five years, and during this time she showed critical skills that make her a strong candidate for the marketing manager position within your organization.

In her position as a marketing assistant at A&C Marketing Co., Marta was an asset to the marketing department and always looked for opportunities to go above and beyond to support the marketing team. She has exceptional verbal and written communication skills, works well independently, possesses strong organizational skills and can multitask in an effective manner. She ensured all marketing projects were completed on time and offered assistance when needed to support our marketing efforts.

Due to how effective she was in her position, I allowed her to contribute in other ways that went above and beyond her daily duties. She helped create a marketing training program to train new employees and sat in on and contributed to marketing department meetings.

Because of how exceptional of a marketing assistant Marta was and her willingness to do what was necessary to complete her duties, I truly believe Marta would be a great asset to your company as a marketing manager. I have faith in her abilities and wholeheartedly recommend her for this position. Please

don't hesitate to reach out if you have any questions or concerns regarding this matter.

Sincerely,

**[your signature]**

Jane Smith