Example Employee Recommendation Letter

To Whom It May Concern:

Anita Job was employed as an Administrative Assistant from 2002 – 2005. During her time at Inatech, Anita was responsible for office support, including word processing, scheduling appointments and creating brochures, newsletters, and other office literature.

Anita 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 Anita 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,

Tom Thomson

Community Involvement Coordinator

Inatech

123 Fake Street