

# Confirmation of Recommendation

Date: [Insert Date]

To: [CEO's Name]

From: [Your Name]

Subject: Recommendation for Personal Assistant Position

Dear [CEO's Name],

I am writing to confirm my recommendation for [Candidate's Name] for the position of Personal Assistant. Having worked closely with [him/her/them] for [duration], I am confident in [his/her/their] abilities and believe [he/she/they] would be an asset to your team.

[Candidate's Name] has demonstrated exceptional skills in [mention relevant skills or experiences], and possesses a strong work ethic that aligns well with our company values.

Please let me know if you need any further information or would like to discuss this recommendation in more detail.

Thank you for considering my recommendation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]