

Letter of Recommendation

Date: [Insert Date]

To Whom It May Concern,

I am writing to highly recommend [Assistant's Name] for the position of personal assistant to the CEO at [Company Name]. I have had the pleasure of working with [him/her/them] for [duration] while [he/she/they] served as my personal assistant.

[Assistant's Name] has consistently demonstrated exceptional organizational skills, attention to detail, and the ability to manage multiple tasks effectively. [He/She/They] has a remarkable ability to anticipate my needs and deliver results with minimal direction.

In addition to [his/her/their] administrative capabilities, [Assistant's Name] possesses excellent communication skills, making [him/her/them] an asset in coordinating with various departments and stakeholders. [He/She/They] is highly trusted and maintains confidentiality with sensitive information.

I am confident that [Assistant's Name] will excel in supporting the CEO and contribute positively to [Company Name]'s objectives.

Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[Your Phone Number]

[Your Email Address]