

Referral Letter for [Candidate's Name]

Date: [Insert Date]

To Whom It May Concern,

I am writing to enthusiastically recommend [Candidate's Name] for the Personal Assistant position in the CEO's office at [Company Name]. Having worked closely with [him/her/them] for [duration] as [his/her/their] [your position], I can confidently attest to [his/her/their] exceptional organizational skills, professionalism, and ability to handle high-pressure situations with grace.

[Candidate's Name] has consistently demonstrated an impressive ability to manage multiple tasks efficiently while maintaining a keen attention to detail. [He/She/They] is adept at anticipating needs, coordinating schedules, and ensuring that every aspect of the office runs smoothly.

Furthermore, [Candidate's Name] possesses outstanding interpersonal communication skills, which foster a positive work environment and promote effective collaboration across various teams. [He/She/They] has a deep understanding of confidentiality and professionalism, essential traits for a position of this nature.

I am confident that [Candidate's Name] would be a valuable asset to your team and contribute to the ongoing success of [Company Name]. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering [Candidate's Name] for this opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]