

Letter of Recommendation

To Whom It May Concern,

I am writing to recommend Jane Doe for the position of Personal Assistant. I have had the pleasure of working with Jane for the past three years at XYZ Corporation, where she served as my executive assistant.

During her time with us, Jane exhibited exceptional organizational skills, a strong work ethic, and the ability to adapt to fast-paced environments. She consistently managed my calendar, organized meetings, and handled correspondence with professionalism and discretion.

Jane is not only reliable but also demonstrates excellent communication skills. She interacts well with clients and colleagues alike and has been an invaluable asset in maintaining our office's productivity. Her attention to detail and proactive approach ensured that every task was completed efficiently.

I am confident that Jane would be a tremendous asset to any organization. I highly recommend her for the role of Personal Assistant and believe that she will exceed your expectations.

Should you have any further questions, please feel free to contact me at (123) 456-7890 or email me at john.smith@email.com.

Sincerely,
John Smith
Senior Manager
XYZ Corporation