

Letter of Recommendation

Date: [Insert Date]

To Whom It May Concern,

I am pleased to recommend [Applicant's Name] for the position of Publishing Assistant. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Company], where I hold the position of [Your Position].

[Applicant's Name] has consistently demonstrated exceptional skills in editing, proofreading, and managing publishing timelines. [He/She/They] possesses a keen eye for detail and a profound understanding of the publishing process which has been invaluable to our projects.

In addition to [his/her/their] technical abilities, [Applicant's Name] is an excellent communicator and collaborator. [He/She/They] effectively engages with authors, editors, and other stakeholders, ensuring a smooth workflow and contributing to the overall success of our publications.

I wholeheartedly recommend [Applicant's Name] for the Publishing Assistant position without reservation. I am confident that [he/she/they] will bring the same dedication and excellence to your team as [he/she/they] has shown with ours.

If you have any further questions, please feel free to contact me at [Your Email] or [Your Phone Number].

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Company]