**Letter Sample for an Employee Recommendation**

To whom it may concern:

I would like to recommend Muriel Mackenzie as a candidate for a position with your organization. In her position as Administrative Assistant, Muriel was employed in our office from 20XX - 20XX.

Muriel did an excellent job in this position and was an asset to our organization during her tenure with the office.

She has excellent written and verbal communication skills, is extremely organized, can work independently, and is able to effectively multi-task to ensure that all projects are completed in a timely manner.

Muriel was always willing to offer her assistance and had an excellent rapport with the many constituents served by our office including clients, employers, and other professional organizations. She would be an asset to any employer and I recommend her for any endeavor she chooses to pursue.

Yours truly,

John Doe  
Job Title  
Company