



*Sample Documents*  
**RECOMMENDATION LETTER**

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Green Administrations, Inc.  
152-23 Somewhere Avenue  
New York, NY 10001  
999-909-9009

November 25, 2002

Peter Somebody  
Senior Supervisor  
Davis Publishing, Inc.  
832 Third Ave. 4<sup>th</sup> Fl.  
New York, NY 10002

RE: Letter of Recommendation for Paul Johnson

Dear Mr. Somebody:

Paul worked under my supervision as an Administrative Assistant from June 2000, until November 2002. His responsibilities included receiving, typing, and filing office documents, data entry, and customer service via e-mail and the telephone. During his employment, Paul proved to be a hard working, and punctual employee.

I was very impressed with Paul's ability to complete all work assigned to him in a timely and professional manner. In addition, Paul was very accurate, and detailed with his reports. Due to the fact that Paul turned in his assignments ahead of time, he often completed more assignments than his peers.

I highly recommend Paul for whatever position he may decide to take up next. He is the type of employee that anyone would be happy to work with.

Respectfully yours,

Michael Anybody  
Senior Office Manager