[Recipient name]
[Company name]
[Street Address]
[City, State Zip Code]

[Insert date]

Dear [Insert recipient name]:

Jane Doe was employed by ABC Company for a period of five years as an administrative assistant. I was her supervisor during the last four years of her employment.

During the time that Jane and I worked together, I found her to be very efficient and helpful. She consistently met deadlines and provided high quality work throughout her time at ABC Company. I could always count on Jane to pitch in where needed, often with very little notice. She cultivated positive relationships with her coworkers and was always viewed as a team player.

While Jane was employed by ABC Company, among other accomplishments, she completely reorganized our filing system. Both management and fellow employees have commented on how the updated filing system has made it easier to find documents when needed and we are still using the system that she set up.

Jane would be a valuable addition to any company she chooses to join, and I have no hesitation in recommending her highly.

Sincerely,

[Signature]

[Your name, title]