To Whom It May Concern,

I am writing this letter to highly recommend {Name} for the position of Executive Assistance. I have known {Name} for {number of years} as {his/her} supervisor, and I can attest to {his/her} skills, dedication, discipline, and work ethics. {He/She} would be a great asset to any team.

{Name} is dedicated, focused, and committed to work. {He/She} has ability to coordinate multiple projects, manage high pressure situations, handle deadlines, and communicate effectively with clients and colleagues. {His/Her} understanding of office procedures, people skills and enthusiasm are unmatched.

{Name} has demonstrated excellent problem solving abilities and time-management skills, always made sure to just get things done. It is great to have someone who is fully invested in the work and contributing towards the success of the company as a whole.

I can confidently say that {Name} will continue to excel as an Executive Assistant and will be a great asset for any company that {he/she} is a part of. {He/She} is a highly valuable employee, and I have no doubt that [he/she] will thrive in this role. I will highly recommend {Name} for this job role. If you have any further questions, please do not hesitate to contact me at {email/phone number}.

Sincerely,

{Your Name}