Sylvia Elif

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September 28, 2020

Mr. Stalin Halker  
Manager  
Infosys Company  
786 Main St.  
Huston, WA 43389

To Whom It May Concern

It gives me immense pleasance to recommend Mr. Meezo as a candidate for the position of communication assistant at your organization. He had been working in my office on the aforesaid post from 2011-2018. As a communication assistant, he was supposed to maintain records of all official proceedings so as to ensure secrecy of the same. Throughout the time he spent with our organization, he executed all the tasks on time and demonstrated excellent critical and analytical skills which would make him a valuable employee at your organization.

He did a terrific job in his position and proved himself a no-parallel asset to our organization. He has been gifted with certain traits such as excellent communication and verbal skills, an extremely organized personality, an ability to work independently and to perform multi-tasks with zeal to wind up all within the specified time frame.

Moreover, as I remember, once he was given an additional duty of imparting training to our internees. Fulfilling our expectations, he accepted the challenge and completed this task in an efficient way. In spite of his busy schedule, he offered his assistance to all office mates through thick and thin. Consequently, he built his rapport with several constituents of the organization including employees, clients, and higher management by means of his professional behavior.

Keeping in view his performance, there would hardly be any exaggeration in stating that he is highly suitable for your organization by virtue of his excellent communication skills and trustworthy behavior. I wish him all the best for his future endeavors.

Sincerely,

Signature (Hard Copy Letter)

Sylvia Elif