

Letter to Refer Someone for an Administrative Position

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

This is a reference letter for [Mr. ABC]. [Mr. ABC] has been working as an administrator in our company for past five years. The title does not completely describe the skill level of our employee. He has the abilities to work with cooperation and he also faced many challenges with strength. She assisted not only the juniors but also the top management of the company. I hope that you will consider my reference and will try to get benefit from this multi-talented personality. You can contact if you want to have further information related to the person.

Sincerely,

[Your Name]

[Senders Title] -Optional-