**Employee Recommendation Letter Template**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

Director

[Company Name]

[Company Address]

[City, State, Zip Code]

**Recommendation for Lorenza Polado**

Dear Dr. [Recipient's Last Name],

I am writing to highly recommend Ms. Lorenza Polado, who has been an invaluable member of my team for several years. Lorenza has consistently demonstrated exceptional dedication, professionalism, and a remarkable level of productivity throughout her tenure as my assistant. As someone with two decades of experience within our organization, I can confidently state that Lorenza's performance ranks among the very best.

Lorenza consistently produces a high volume of work, maintaining an unwavering commitment to quality and accuracy. Her remarkable "can do" attitude, combined with an infectious positive energy and friendly demeanor, allows her to connect effectively with both our clients and fellow colleagues. She is exceptionally well-organized and adept at managing the intricate details required for event coordination and the smooth operation of our office.

Lorenza's proactive approach extends beyond her job description, as she often anticipates and addresses emerging administrative needs before they become issues. Her dedication to going above and beyond the expected parameters of her role sets her apart as a highly valuable team member.

Lorenza possesses all the intangible qualities that contribute to workplace success, ensuring a seamless fit within any team and a positive impact on office morale. With Lorenza, there are no unpleasant surprises; she consistently delivers excellence.

I volunteered to write this recommendation for Lorenza not only out of gratitude for her exceptional contributions to our office but also because I am confident in her intelligence, work ethic, and communication skills. I have no doubt that Lorenza will continue to add significant value wherever she chooses to apply her talents.

If you have any questions or require additional information regarding Lorenza's qualifications, please do not hesitate to reach out to me.

Sincerely,

[Your Name]

Manager

[Dizoig Supplies]