

recommendation letter for employee from manager

[Date]

Re: Recommendation for Martha J.

Dear Hiring Manager:

I am very pleased to recommend Martha for the position of Account Manager at your company. Martha's enthusiasm, communication skills, and professional demeanour initially impressed me when I hired her four years ago as a Account Executive in SONI Inc. Martha consistently demonstrated all of these qualities and more during the two years she reported to me (I have since moved on to a different department), and I wholeheartedly recommend her for account manager position.

Martha is dependable, dedicated, and always cheerful. Her ability to seek out the tiniest transaction details is unrivalled, and it is because of her skill that I have repeatedly asked her to mentor employees. Martha multitasks well and can handle a large volume of work. Her weekly financial statements (cash flow reports, inventory reports, payment schedules) were consistently met or exceeded, and her daily written reports were accurate and thorough. Of particular value to me as a former Finance Manager was Martha's team player mind-set, enthusiastic embrace of change, ability to work with minimal supervision and unwavering commitment to exceeding expectations. I regularly received unsolicited praise from vendors, clients commending Martha's outstanding level of service, professionalism and follow-through.

Organized and diligent, Martha quickly learned technology systems and software that were unfamiliar to her when she first started with SONI.

Martha is a hardworking, top-performing book keeping professional. She has my highest recommendation, and I am happy to furnish more details if you would like additional information.

Sincerely,

Carla Pederson

Finance Manager

SONI INC.

(555) 555-5555