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Date: 21	July	2021	
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To Whom It May Concern:

RE: Letter of Recommendation

It is my pleasure to recommend ANGELA CHAI LI FANG for employment with your organization. I have known her for over 7 months during which time she worked as ASSISTANT 2 in my office. I have been consistently pleased with her work ethic during the time that she has worked in the office.

She is both dedicated and motivated. I am confident that she will devote herself to a position with your organization with a high degree of diligence and independence. She is quick to show her ability to digest large volumes of information and complete her tasks.

I recommend ANGELA CHAI LI FANG without reservation. I am confident that she will establish productive relationships with your staff and organization.

Sincerely,

[SIGNED]

YEE TING GWEE Manager