VanArsdel, Ltd.

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| Taylor Phillips  4321 N. Broad Street Philadelphia, PA 21098 |  |
|  | September 16, 20XX Dear Taylor Phillips, I am delighted to provide this employee recommendation letter for Kendall Collins, who has consistently demonstrated professionalism, dedication, and outstanding problem-solving skills. Throughout their tenure, they have shown remarkable initiative, leadership, and a strong ability to handle complex projects with efficiency.  Kendall is known for their exceptional communication skills, ability to adapt to evolving challenges, and commitment to exceeding expectations. They foster a positive team environment and bring creative solutions to any problem they encounter, making them a tremendous asset to any organization.  For any employer seeking a motivated, talented, and team-oriented professional, I strongly recommend Kendall. Please reach out if you need additional information.  Sincerely,  Jordan Mitchell  CEO |
| 5678 Main St.  New York, NY 90210  212-555-0199  jordan@vanarsdelltd.com  www.vanarsdelltd.com |  |