

Letter of Recommendation

Re: Professional Recommendation for Xena Gerance

To Whom It May Concern,

It is my pleasure to provide this letter of recommendation for Xena, who has served as a Virtual Administrative Assistant with Hartmann Window Cleaning for the past two years.

During her time with our company, Xena has provided valuable support in various aspects of our daily business operations, including administrative assistance, customer communication, scheduling coordination, and general office support.

Throughout our working relationship, I've appreciated Xena's positive attitude, professionalism, dedication, and genuine willingness to help our business succeed. She has consistently demonstrated respect for our company, our customers, and our team.

One of the qualities I appreciate most about Xena is the care she brings to her work and the relationships she develops with those around her. She has been a valued part of our company, and her contributions over the past two years have been greatly appreciated.

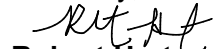
Beyond her professional qualities, I also have tremendous respect for Xena's character, work ethic, and commitment to supporting her family. She is a hardworking individual who takes pride in her responsibilities and approaches others with kindness and respect.

I believe Xena would be a valuable addition to an organization seeking a dependable, positive, and service-minded individual for an administrative or customer support position.

I am happy to recommend Xena for opportunities that align with her experience and strengths. I would also welcome the opportunity to speak directly with a prospective employer who would like to learn more about her time with Hartmann Window Cleaning.

It has been a pleasure having Xena as part of our team, and I sincerely wish her continued success in her future endeavors.

Sincerely,



Robert Hartmann

Owner | Hartmann Window Cleaning

Weatherford, Texas

www.hartmannwindowcleaning.com