EMPLOYMENT LETTER OF RECOMMENDATION

Jordan Morgan
Operations supervisor
Cedar Field Example Services
100 Example Avenue, Albany, NY 12207
jordan.morgan@example.invalid

November 5, 2026

To Whom It May Concern:
Harbor Example Services hiring team

Re: Letter of Recommendation for Alex Rivera — the inventory coordinator position

Dear Hiring Committee:

I offer a qualified recommendation of **Alex Rivera** for the inventory coordinator position, subject to the context and limitations stated below.

I. Relationship and Basis of Knowledge

I have known Alex Rivera for ten months. My relationship to the candidate is that of Alex's direct supervisor at Cedar Field Example Services. I supervised Alex during scheduled inventory shifts and reviewed the weekly reconciliation records described below.

- **Position held:** Inventory assistant
- **Employment start date:** January 5, 2026
- **Employment end date:** October 30, 2026
- **Reason employment ended:** Voluntary Resignation
- **Eligible for rehire:** Yes

II. Qualifications and Strengths

Alex consistently maintained the assigned inventory logs and raised discrepancies for review.

III. Specific Accomplishments

In September 2026, Alex identified three duplicate entries and documented the corrections with me.

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IV. Fit for the Position

These observations are relevant to inventory recordkeeping. I have not assessed Alex in a supervisory role.

V. Areas for Continued Development

Alex would benefit from additional training before taking responsibility for the full monthly close.

Scope of reference. This reference concerns the identified employment opportunity. The letter itself does not establish authority to disclose confidential information or certify legal compliance.

Please contact me at jordan.morgan@example.invalid with questions about the information stated in this reference.

Sincerely,

Jordan Morgan

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Jordan Morgan
Operations supervisor
Cedar Field Example Services

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