

[Your Name]
[Your Job Title]
[Company Name]
[Date]

To Whom It May Concern,

I am writing to highly recommend [Candidate Name] for the position of Payroll Specialist. As [his/her/their] direct supervisor at [Company Name] for [Number] years, I have seen firsthand [Candidate Name]'s exceptional attention to detail and commitment to accuracy in financial operations.

During [his/her/their] tenure, [Candidate Name] was responsible for processing payroll for [Number] employees. [He/She/They] consistently ensured that all staff were paid accurately and on time, while maintaining strict compliance with federal, state, and local tax regulations. [Candidate Name] is highly proficient in [Name of Payroll Software, e.g., ADP, Paychex, or Workday] and excels at resolving complex payroll discrepancies with professionalism.

Beyond technical skills, [Candidate Name] possesses the high level of discretion and integrity required to handle sensitive personnel data. [He/She/They] frequently collaborated with our HR and accounting departments to streamline reporting processes, reducing our month-end closing time by [Percentage/Number] days.

[Candidate Name] would be a significant asset to any payroll or finance team. I recommend [him/her/them] without reservation. Please feel free to contact me at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Your Signature]

[Your Printed Name]