

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

To Whom It May Concern,

I am writing to formally recommend [Candidate Name] for the position of Junior Payroll Administrator at [New Company Name]. As [Your Title] at [Your Company], I had the pleasure of supervising [Candidate Name] for [Duration of Time], during which they consistently demonstrated a strong aptitude for payroll processing and administrative accuracy.

During their time with us, [Candidate Name] assisted in managing payroll for [Number] employees. They were responsible for collecting timesheets, verifying data entry, and assisting with tax documentation. Their attention to detail ensured that our records remained compliant and error-free. They quickly mastered our payroll software, [Software Name], and showed a proactive attitude in learning complex labor regulations.

Beyond their technical skills, [Candidate Name] maintains a high level of discretion and integrity, which is essential when handling sensitive financial and personal information. They possess excellent communication skills and handled employee inquiries regarding pay and benefits with professionalism and patience.

I am confident that [Candidate Name] would be a valuable asset to your payroll team. They are a hardworking, reliable, and detail-oriented individual who is eager to grow in the field of human resources and finance.

Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]