

September 21st 2024

E-mail:

To Whom it May Concern,

I am writing to recommend _____ who has served as a domestic worker in my household for the past 5 years. Unfortunately, due to work re-assignment I will be leaving Hong Kong with my family back to my home country on November 6, 2024.

During her employment, _____ has shown excellent skills in household tasks including cleaning, laundry, and cooking as well as providing excellent care to my 8 year old son and 6 year old daughter. Her solid enthusiasm and positive attitude in her work has played a wonderful role in creating a harmonious environment in our household. Most importantly, she is trustworthy with a strong moral ethic.

_____ is a quick learner, adept at taking on new tasks and eager to take on new responsibilities and skillsets. In addition, she constantly asks the right questions to manage expectations so goals and tasks are completed properly.

I am confident that _____ will perform her role dutifully to her next employer and not only meet but exceed their expectations. She will be very complementary to whichever family is lucky enough to obtain her.

Yours sincerely, _____