



## IVYLINE DOCUMENT SOLUTIONS (PTY) LTD

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29 March 2024

To whom it may concern

**RE: Reference letter Arno Marais**

I am pleased to provide a recommendation for Arno based on his excellent performance during his period at Ivyline Group. As an administrative assistant, Arno consistently demonstrated remarkable capabilities and exhibited a strong work ethic that significantly contributed to the efficient functioning of our office.

Arno's responsibilities included data capturing, answering calls, packing in the warehouse, and various general office duties. He approached each task with a proactive attitude and meticulous attention to detail, ensuring that all tasks were completed accurately and on time. Arno's ability to handle multiple responsibilities with ease and efficiency was outstanding, and he consistently exceeded expectations in his role.

Moreover, Arno's demeanour in the office was consistently professional, and he maintained a positive and friendly attitude towards his colleagues and clients alike. His reliability and trustworthiness were evident in his "do it right the first-time" approach to his work, reflecting his commitment to excellence and accountability.

In conclusion, I confidently recommend Arno for roles demanding diligence, reliability, and integrity, mirroring his unwavering dedication and exceptional work ethic. His outstanding capabilities and proactive nature make him a valuable asset to any team. I am confident that his demonstrated history of excellence will ensure his continued success in future endeavours and make him an ideal candidate for demanding roles across various industries.

Sincerely,

Ruan Wilson

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