

Sample Recommendation Letter From Employer

[Heading: Letter of Endorsement]

[Sub-heading: Employer's Recommendation for Employee]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Address]

[City, State, Zip]

Dear [Recipient's Name],

Opening

I am delighted to recommend [Employee's Name], who served under my supervision at [Your Company's Name] as a [Employee's Position] for [Number of Years]. This letter serves to vouch for their exemplary performance, professionalism, and dedication to their craft.

Accomplishments and Abilities

Throughout their tenure with us, [Employee's Name] distinguished themselves through their [mention a significant achievement], highlighting their exceptional skills in [Skill 1], [Skill 2], and their innate [Skill 3]. Their contributions have been instrumental in [specific outcome or project success].

Personal Attributes

On a personal note, [Employee's Name] is a [Quality 1, e.g., resilient] and [Quality 2, e.g., dynamic] individual. Their [Quality 3] and ability to [specific personal skill or

attribute] have not only propelled their career but also positively influenced our corporate culture.

Concluding Endorsement

I am confident that [Employee's Name] will bring the same level of excellence, innovation, and dedication to your organization as they have brought to ours. I highly endorse [Employee's Name] for any endeavor they choose to pursue and welcome any inquiries regarding their tenure with us.

Best wishes,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]