

# Sample Recommendation Letter for Employee from Manager

[Manager's Name]

[Position]

[Company Name]

[Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

Dear [Hiring Manager's Name],

I am delighted to recommend [Employee's Name] for the position of [Position Applied For] within your organization. As [Employee's Name]'s manager for over [X years] at [Company Name], I have observed their remarkable growth and contributions firsthand.

[Employee's Name] is a driven and dedicated professional, characterized by their [key skill 1], [key skill 2], and [key skill 3]. Their ability to [mention a specific achievement or project] has been instrumental in our team's success, showcasing their capability to lead and innovate.

Beyond their professional expertise, [Employee's Name] is a joy to work with. Their positive attitude, collaborative spirit, and willingness to take on challenges have made a significant impact on our team's dynamics and productivity.

I am confident that [Employee's Name] will be an invaluable asset to your organization, bringing a blend of expertise, dedication, and collaborative spirit. I wholeheartedly endorse their candidacy and am available for any further inquiries you might have.

Sincerely,

[Manager's Name]