Sample Recommendation Letter for Employee

**[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Company Address]  
[City, State, Zip]**

### Subject: Letter of Recommendation for [Employee's Name]

**Dear [Recipient's Name],**

I am delighted to recommend [Employee's Name] for [position or opportunity] at [Recipient's Company Name]. In my capacity as [Your Position] at [Your Company], I have worked closely with [Employee's Name] for [duration] and have been consistently impressed with [his/her/their] professionalism, skill, and dedication.

During [his/her/their] tenure with us, [Employee's Name] was responsible for [mention specific responsibilities], where [he/she/they] delivered exceptional results including [mention any notable achievements]. [His/Her/Their] ability to [mention specific skills or qualities] was particularly valuable in [specific situations or projects].

One of [Employee's Name]'s most commendable qualities is [mention a quality or achievement], which [he/she/they] demonstrated when [describe a specific instance]. [His/Her/Their] contribution to [project or team] was pivotal in achieving [describe outcome].

[Employee's Name] is not only a skill [mention profession or role] but also embodies [mention personal qualities or ethics]. [His/Her/Their] positive attitude and ability to motivate others have had a significant impact on our team's morale and productivity.

I am confident that [Employee's Name] will be an invaluable asset to your team and make significant contributions to your organization. Please feel free to contact me if you require any additional information or insights.

**Warm regards,**

**[Your Signature (if sending by mail)]  
[Your Name]  
[Your Position]**