

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]