horizontal line

Sample Recommendation Letter for

Employee from Manager

**[Heading: Letter of Recommendation]**

**[Sub-heading: Employee Recommendation from Manager]**

**[Date]**

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

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

**Introduction**I am writing to wholeheartedly recommend [Employee's Name] for [Position/Opportunity] at [Company/Institution Name]. As [Employee's Name]'s manager at [Your Company's Name] for [Number of Years], I have observed their remarkable professionalism, dedication, and contributions firsthand.

**Professional Skills and Qualifications**[Employee's Name] has consistently demonstrated exceptional skills in [Skill 1], [Skill 2], and [Skill 3], making significant impacts on our team and projects. Their ability to [mention a key achievement or project] showcases their [specific skill or attribute] and commitment to excellence.

**Personal Qualities**  
Beyond their professional capabilities, [Employee's Name]'s personal qualities truly set them apart. Their [Quality 1, e.g., leadership ability] and [Quality 2, e.g., team spirit] have been invaluable to fostering a positive work environment and achieving team success.

**Conclusion and Recommendation**  
Given [Employee's Name]'s proven track record and skill set, I am confident they will be a valuable asset to your team. I strongly recommend [Employee's Name] for the [Position/Opportunity] and believe they will contribute to your organization's goals and success.

Please feel free to contact me at [Your Contact Information] for any further information or discussion.

**Sincerely,**

**[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]**