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# 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]**