

Personal Recommendation Letter for Employee

[Your Name]

[Your Position]

[Your Company's Name]

[Company's Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Institution]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Employee's Name] as an exemplary candidate for any future opportunities within your esteemed organization. I had the pleasure of supervising [Employee's Name] at [Your Company's Name] for [duration], during which [he/she/they] consistently demonstrated dedication, skill, and professionalism.

During [his/her/their] tenure, [Employee's Name] held the position of [Employee's Job Title] and exceeded expectations by taking initiative on key projects that benefited our team immensely. One project in particular, [describe project], was led by [Employee's Name] from start to finish and resulted in [mention a specific, positive outcome]. This project not only showcased [his/her/their] ability to lead but also [his/her/their] talent for strategic planning and execution.

Beyond technical skills, [Employee's Name] possesses strong interpersonal skills that make [him/her/them] a great team player. [He/She/They] actively listens to feedback, collaborates effectively with colleagues, and is known for fostering a positive work environment. [Employee's Name] often helped newer team members acclimate to the role and encouraged them to contribute, helping to build a more cohesive team overall.

I am confident that [Employee's Name] will bring the same level of success, innovation, and positive attitude to any future role [he/she/they] pursues. Please don't hesitate to reach out to me directly at [Your Contact Information] if you would like further information regarding [his/her/their] performance or my recommendation.

**Best regards,
[Your Name]**