**RECOMMENDATION LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

**[Email Address]**

**[Phone Number]**

Dear **{hiring manager’s name},**

I am writing to recommend **{employee’s name}** for the position of **{role applied for}.** We worked together at **{your company’s name}** where s/he was **{employee’s job title}** and I was **{description of your working relationship: e.g., manager, supervisor, etc.}**

As an employee, **{employee’s name}** was always **{standout quality one}.** During his/her time with us, s/he managed to **{example related to quality one}**

Our company laid great emphasis on **{quality two}** among employees and **{employee’s name}** never failed to deliver. An example was when **{example related to quality two}.**

**{Employee’s name}** is an absolute delight to work with, therefore I choose to recommend **{him/her}** for this position.

Should you have any further questions, feel free to reach me at **{phone number}.**

Thanks,

**{Name}**

**{Position}**

**{Your company’s name}**