**RECOMMENDATION LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

**[Email Address]**

**[Phone Number]**

Dear **{hiring manager’s name},**

It is my absolute pleasure to recommend **{employee’s name}** for the Sales position with **{company’s name}.** **{Employee’s name}** and I worked together at **{your company’s name},** where I was his/her sales manager from **{length of time}.**

I enjoyed my time working with **{employee’s name}** and came to know him/her as a valuable asset to our team. S/he is dependable and hard-working. In addition, s/he is a problem solver who is always willing to address complex issues with confidence.

**{Employee’s name}** knowledge of sales etiquette and expertise in customer service was a huge advantage to our team. S/he put this skill set to work by helping the company increase its customer base by over **{metric: e.g percentage}** in just **{period of time}** Along with his/her undeniable talent, **{employee’s name}** is a true team player, and bring the best out of other employees. S/he significantly contributed to our success. Without a doubt, I recommend **{employee’s name}** to join your team at **{company’s name}.** I know that s/he will be a beneficial addition to your organization.

Please feel free to contact me at **{phone number}** should you like to discuss **{employee’s name}** qualifications and experience further. I’d be happy to expand on my recommendation.

Best wishes,

**{Name}**

**{Position}**

**{Your company’s name}**