**RECOMMENDATION LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

**[Email Address]**

**[Phone Number]**

Dear **{hiring manager’s name},**

I would like to offer my recommendation for **{employee’s name}** as the next HR **{personnel/executive/admin}** for your company. As the **{your position}, {employee’s name}** worked under/with me as **{position held}** between **{length of time}.**

While with us, **{employee’s name}** displayed a broad range of knowledge on government compliance regulations, employee benefits, and employee management. S/he is a caring professional who tries to find solutions that benefit the employees. **{Employee’s name}** is also a capable and reliable company representative who understands what is required of an HR **{personnel/executive/admin}.** By leveraging his/her skill in the use of technology like HRIS in his/her work, **{employee’s name}** helped us **{achievement: e.g. streamline the recruitment process, fasten the onboarding process, etc.}**

I am confident that his/her skills and experience will interest several employers and therefore recommend you hire him/her as your next HR **{position applied for}.**

If you have any questions, please do not hesitate to contact me on **{phone number}** or via email.

Sincerely,

**{Name}**

**{Position}**

**{Your company’s name}**