**RECOMMENDATION LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

Dear **{hiring manager’s name},**

The opportunity to support **{employee’s name}** by writing this recommendation excites me. **{Employee’s name}** worked for/with me as a software engineer at **{your company’s name}** from **{length of time}.** Like all engineers, his/her responsibilities included writing codes based on specifications, designing complex software applications, and executing tasks in the software development life cycle.

During the course of his/her employment, **{employee’s name}** proved to be a dependable employee and a hard worker with solid problem-solving, teamwork, and technical skills. S/he not only met deadlines but also explains his/her programs in a way that even a novice can easily understand. This skill is especially important when s/he presents programs to non-tech savvy clients.

**{Employee's name}** regularly enrolls for classes to stay abreast of the newest development in the industry, which gives him/her the advantage to adopt new techniques and perform complex tasks efficiently. Overall, **{employee’s name}** would be an asset to any organization and we are sad to see him leave. I strongly recommend him/her for the position of Software Engineer in your company. And with the right guidance, I am sure s/he would excel in your organization.

Please do not hesitate to contact me on **{phone number}** or via email if you have any further questions to ask about **{employee’s name}.**

Sincerely,

**{Name}**

**{Position}**

**{Your company’s name}**