**RECOMMENDATION LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

**[Email Address]**

**[Phone Number]**

Dear **[insert name],**

I am writing to recommend **[employee name]. [He/She/They]** worked with us at **[company name]** as a **[employee-job-title]** and **[reported to me/ worked with me]** in my position as **[insert your job title].**

As an employee, **[employee-name]** was always **[insert quality].** During **[his/her/their]** time in my team, **[he/she/they]** managed to **[insert example].**

I’ve always put a premium on **[insert quality]** among my team members and **[employee-name]** never failed to deliver. An example was when **[insert example].**

**[Employee-name]** is a delight to work with and I wouldn’t hesitate to hire **[him/her/them]** again.

Should you have any further questions about **[him/her/them],** feel free to reach me at **[phone number].**

Thanks,

**[Your name and signature]**

**[1234 Street Address]**

**[City, State, Zip]  
[Email Address]**

**[Phone Number]**