**RECOMMENDATION LETTER**

**[Today’s Date]**

Dear **[First and Last Name],**

It’s my absolute pleasure to recommend **[Name]** for **[position]** with **[Company].** **[Name]** and I **[relationship]** at **[Company]** for **[length of time].**

I thoroughly enjoyed my time working with **[Name],** and came to know **[him/her/them]** as a truly valuable asset to our team. **[He is/She is/They are]** honest, dependable, and incredibly hardworking. Beyond that, **[he is/she is/they are]** an impressive **[soft skill]** who is able to **[result].**

**[His/her/their]** knowledge of **[specific subject]** and expertise in **[specific subject]** was a huge advantage to our entire office. **[He/she/they]** put this skill set to work in order to **[specific achievement].**

Along with **[his/her/their]** undeniable talent, **[Name]** has always been an absolute joy to work with. **[He is/she is/they are]** a true team player, and always foster[s] positive discussions and bring[s] the best out of other employees.

Without a doubt, I confidently recommend **[Name]** to join your team at **[Company].** As a dedicated and knowledgeable employee and an all-around great person, I know that **[he/she/they]** will be a beneficial addition to your organization.

Please feel free to contact me at 555-123-4567 if you want to discuss **[Name]’s** qualifications and experience further. I’d be happy to expand on my recommendation.

Best wishes,

**[Your Name]**

**[Title]**

**[Company Name]  
[Email Address]**

**[Phone number]**