**RECOMMENDATION LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

**[Email Address]**

**[Phone Number]**

Dear **[name],**

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

As an employee, **[employee-name]** was always **[mention quality].**

I’ve always put high focus on **[insert quality]** among my team members, and **[employee]** never failed to deliver. For example, when **[insert example].**

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

Should you have any more 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]**