**RECOMMENDATION LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

**[Email Address]**

**[Phone Number]**

Dear Ms. **[name],**

I’m writing to recommend **[name]** for the position of **[department]** associate at **[name]** Company.

I’ve worked with **[name]** for the past **[number of years]** at **[company]** in **[city],** and I have always been impressed with his ability to handle customers and work well with his colleagues.

I have been **[name’s]** manager for the **[number of years]** he has worked with us. He greets customers joyfully, and his expertise is such that he can always answer anyone.

His performance numbers have multiplied each year, and we are sad to lose him as an employee, but we understand and respect his decision.

**[Name]** would be an excellent addition to your team.

He has an excellent rapport with his colleagues, and they enjoy working with him. I’m sure he’d be ideal as an assistant manager.

Sincerely

**[Signature]**

**[Name]**

**[Address]**

**[Email]  
[Phone number]**