TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Recommendation Letter for Employment

Dear **[Your Name]**

My name is **[Your Name]** and I am pleased to offer my recommendation of **[Individual’s Name]** for the position of

**[Job Title]** at **[Company Name]**.

During my relationship with **[Individual’s Name]** over the past **[Year]** years, I have experienced a highly motivated, hard-working individual who consistently arrives on time and shows great dedication towards **[His/Her]** professional duties. I strongly believe that **[Individual’s Name]** will be a great addition to your company and will exceed expectations in **[His/Her]** role as **[Job Title]**.

Please do not hesitate to contact me if you should require any additional information.

Sincerely,

**[Signature]**

**[Title]**

**[Telephone]**

**[E-Mail]**