**RECOMMENDATION LETTER FOR AN EMPLOYEE**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom This May Concern,

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 \_\_\_ 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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_