**SAMPLE RECOMMENDATION LETTER**

100 Broadway Lane, New Parkland, CA, 91010

Cell: (555) 987-1234

example-email@example.com

Dear Hiring Manager,

It is my pleasure to recommend Katrina Distler for the position of supervisor at your business. I have had the pleasure of working with Katrina as her supervisor during the duration of her employee at our manufacturing plant. She knows which matters need to be reported to supervisors for lead management intervention, and she understands the roles of virtually all positions in the industry.

Katrina displays an understanding of all company policies and procedures and doesn’t need to be reminded of any procedures or policies pertaining to sick leaves, overtime, contact with the media and so on. She always handles herself and each situation professionally and has proven herself time and time again to be able to think on her feet and offer quick solutions for immediate problems.

Because Katrina understands the job duties of each employee, she is an excellent trainer. She is also very detail-oriented and can aptly manage overseeing each employee’s performance, maintaining orderly files pertaining to each. She is also a source of motivation to her trainees and experienced employees, providing them with career advancement options and tips. Katrina would be an asset to any supervisory team she was assigned to.

Regards,

Kay Sykes