**SAMPLE LETTER**

Company Name

Company Address

Mr./Mrs. ﻿﻿[Recipient Name],

﻿﻿[Employee Name] has worked as ﻿﻿[Job Title] for the past ﻿﻿[Duration of Employment in months/years.]

As a/an ﻿﻿[Job Title], he/she brought strong ﻿﻿[specific value additions] to our team’s projects. He/ She was [work ethics recommendations] and beyond to ensure ﻿﻿[specific achievements].

﻿﻿[Employee First Name] was also very ﻿﻿[career interests that align with employee’s role] As such, she independently enrolled in ﻿﻿[Trainings & Certifications] to ﻿﻿[reach success] in her role. Without a doubt, her initiative here ﻿﻿[helped with something] in our team.

While we will certainly miss ﻿﻿[Employee First Name] here, it is my pleasure to recommend her. I am certain that she is ﻿﻿[highly qualified in a specific skill] and will make a great addition to your organization. Please feel free to contact me if there is any more information you need.

﻿﻿[Signature/ Email signature]