**RECOMMENDATION LETTER FOR AN EMPLOYEE**

[CURRENT DATE]

[RECEIVER’S NAME]  
[COMPANY NAME]  
[ADDRESS]

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_ [receiver’s name]/ To Whom it may Concern,

I am delighted to recommend\_\_\_\_\_\_\_\_\_ [applicant’s name] for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [applicant’s target position] at your company. [Applicant’s name] has worked with us at\_\_\_\_\_\_\_\_\_\_\_\_ [your company’s name] as a\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s former or current job title] for\_\_\_\_\_\_\_\_\_\_ [Mention the duration] and he/she has been reporting to me in my position as the overall department supervisor.

Ever since he/she joined this company, he/she has proved to be an invaluable asset to the organization, and she has played a key role in helping this company achieve most of its key goals. \_ [Applicant’s name] is an excellent communicator (both verbally and in writing), is extremely organized, and can work under minimum supervision. Beyond that, \_\_\_ [applicant’s name] is honest, dependable, hardworking, and can take the initiative to complete even the most complex of tasks, and this makes it pleasurable to work around her. Everyone in the company adores how\_\_\_\_\_\_\_\_\_\_\_\_\_ [applicant’s name] is able to draw inspiration from any challenge that he/she faces, rather than being intimidated by them.

I would be happy to offer any further information that you may need concerning\_\_\_\_\_\_\_\_\_ [applicant’s name] qualifications. Feel free to contact me at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Provide your reliable phone number or email address].

Sincerely,

[RECOMMENDER’S NAME AND JOB TITLE]

[SIGNATURE]