Address Name:

I am pleased to write this letter of recommendation for (Employee’s Name). (Employee’s name) worked for me until \_\_\_\_ years ago. I was his direct supervisor at XYZ Technologies from 20XX-20XX.

During his employment at the company, (Employee’s name) went from a junior trainee to a program technician. He left our company to move on to another career elsewhere but always kept in touch.

(Employee’s name) is a hard-working individual who knows how to get the job done quickly and effectively. He works well as a part of a team and can function as a leader when required. He has always exhibited superior communication skills and gets along well with staff and supervisors. He is highly respected by colleagues, customers and management.

When (Employee’s name) left our company, we were all saddened to see him leave but wished him the greatest success with his new position. Based on my experience working with him, I can recommend him to you for your open position.

Sincerely,

Name here

Senior Technician