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| Recommendation Letter for Employment |
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|  |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| To Whom This May Concern, |
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| 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]. |
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| 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]. |
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| Please do not hesitate to contact me if you should require any additional information. |
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| Sincerely, |
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| Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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