**Sample Recommendation Letter (Written by Supervisor)**

Address, City, ST, Zip | Phone # | email address

January 29th, 20XX

Ms. Carolyn Dearie

Hiring Manager

Target Robotics Inc.

123 Company Address

Los Angeles, CA, 90005

Dear Ms. Dearie,

It is my pleasure and honor to recommend Ileana Flores for the role of Project Manager at Target Robotics. I have worked with Ileana for 4 years as her manager at Dolphin Technologies, where she used her excellent leadership skills to deliver spectacular results in the role of Assistant Project Manager. I am confident that Ileana's exceptional skills, professional experience, and personal qualities will make her a powerful asset at Target Robotics.

As an Assistant Project Manager, Ileana constantly demonstrated an extensive knowledge of project management tools and techniques, as well as superb communication skills. In particular, her in-depth knowledge of Scrum Methodologies helped increase the amount of projects completed on-time and within budget by 23%. Moreover, her uncanny ability to facilitate clear communication between different teams and departments ensured misunderstandings were few and far between.

What’s more, Ileana’s extraordinary focus and strategic way of thinking always made her a stand-out member of the team. Whenever there are problems or flaws in the production process, she showcases her superb analytical qualities to quickly identify the issue and deal with it before it can become too serious.

[Optional Section (don’t include if reason for departure could be seen negatively)]:

Unfortunately, due to her mother’s medical condition, Ileana had to move out west and we no longer have the pleasure of working with her. Her loss is greatly felt, but she will undoubtedly continue to thrive at Target Robotics.

Ileana has my highest recommendation for this position. I have no doubt she will make a strong addition to your team. Please feel free to contact me if you have any questions regarding her candidacy or past work.

Sincerely,

Your Signature

Your Name