**Letter of Recommendation Template (Written by Supervisor)**

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

[Today’s Date]

[Addressee Name]

[Addressee Title]

[Company Name]

[Company Street Address]

[City, State, Zip]

Dear [Hiring Manager’s Name],

It is my pleasure and honor to recommend [Name of Applicant] for the role of [Target Position] at [Target Company]. I have worked with [Applicant] for [X years] as her manager at [Your Company Name], where she used her excellent [Relevant Skill] s to deliver spectacular results in the role of [Position at Previous Company]. I am confident that [Applicant’s] exceptional skills, professional experience, and personal qualities will make her a powerful asset at [Target Company].

As [Previous Position], [Applicant] demonstrated her [2-3 DETAILED skills or experiences relevant to target position]. In particular, [example 1 proving aforementioned qualities]. Moreover, [example 2].

What’s more, [Applicant’s] extraordinary [1-2 positive personal qualities/traits relevant to target position] always made her a stand-out member of the team. During [X event/project/situation/crisis/etc.], she showcased her superb [trait 1] qualities to [achieve positive result].

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

Unfortunately, due to [positive or neutral reason why candidate has left the company] we no longer have the pleasure of working with [Applicant]. Her loss is greatly felt, but she will undoubtedly continue to thrive at [Target Company.]

[Applicant] 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]