**SAMPLE RECOMMENDATION LETTER WRITTEN FOR A COWORKER**

January 29th, 2018

Ms. Sandra Adams

Hiring Manager

Ion Software

123 Company Address

Los Angeles, CA, 90005

Dear Ms. Adams,

I am more than pleased to have the opportunity to recommend Zachariah Scott for the role of Senior Digital Marketing Specialist at Ion Software. I was honored to work alongside Zach for 3 years on the marketing team at Genos Tech. Zach was always an outstanding member of our team, and I have always been impressed by his professionalism and admirable personal qualities.

As an Online Marketing Specialist, Zach constantly demonstrated his exceptional analytical skills and extensive knowledge of best SEO practices. His intimate familiarity with the intricacies of Google Analytics enabled him to reduce the bounce rate on our most essential pages by an average of 20%. Moreover, he consistently produced top-quality content that ranked highly for all our target keywords.

In addition to Zach’s impressive portfolio of professional accomplishments, he has one of the best personalities I have ever had the joy of working with. He is a fun-loving and friendly individual who always treats everyone in an amicable and welcoming manner. There is no one at our company that does not think of him fondly.

Unfortunately, due to his wife’s need to relocate for her job, I will no longer have the pleasure of working with Zach. Having witnessed his long track-record of success and admirable character, I assure you that he will more than excel in the role. The words “our loss is your gain” have never been truer.

I wholeheartedly recommend Zach for this position. I am confident he will become an invaluable addition to your team. Please feel free to contact me if you have any questions regarding his character or past work.

Sincerely,

Your Signature

Your Name