

Sample Recommendation Letter for Employee from Manager

[Manager's Name]

[Manager's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Recipient

[Recipient's Name]

[Recipient's Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Introduction

Dear [Recipient's Name],

I am delighted to recommend [Employee's Name] for [specific role or opportunity] at [Recipient Company Name]. As [Employee's Name]'s manager at [Company Name], I have observed [his/her/their] professional growth and can vouch for [his/her/their] remarkable performance.

Body

During [Employee's Name]'s employment, [he/she/they] demonstrated critical competencies such as [mention specific skills or achievements]. [His/Her/Their] role in [mention significant projects or responsibilities] was pivotal and showcased [his/her/their] ability to [mention specific abilities or strengths].

Conclusion

Given [his/her/their] proven track record and my firsthand experience working with [him/her/them], I confidently recommend [Employee's Name] for the position at your company. [He/She/They] will undoubtedly bring the same level of commitment and expertise to your team.

I am available to discuss this recommendation further at your convenience.

Closing

With best regards,

[Manager's Signature]

[Manager's Printed Name]

[Manager's Job Title]