
Job Letter of Recommendation for Employee

[Your Name]

[Your 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],

It is my great pleasure to recommend [Employee's Name] for [position or opportunity] at [Recipient's Company Name]. As [his/her/their] [Your Position] at [Your Company Name], I have witnessed firsthand the dedication and proficiency [Employee's Name] brings to the workplace.

Body

Throughout [his/her/their] tenure with us, [Employee's Name] was instrumental in [describe key responsibilities, projects, or achievements]. [He/She/They] possesses a unique blend of skills, including [list specific skills], which make [him/her/them] exceptionally qualified for a role in [describe the industry or field].

Conclusion

I am confident that [Employee's Name] will prove to be a valuable addition to your team. [He/She/They] is not only a person of proven ability but also a person of integrity and diligence.

Please feel free to contact me should you need further information or specific examples of [Employee's Name]'s work.

Closing

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]