**Job Letter of Recommendation Template**

horizontal line

**[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]**

### **Recipient**

**[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]**

### **Introduction**

**Dear [Recipient's Name],**

I am writing to recommend [Employee's Name], who has worked with me at [Your Company Name] as a [Employee's Position]. During their tenure, [he/she/they] demonstrated critical skills and abilities that have been vital to our team's success.

### **Body**

[Employee's Name] has consistently shown exceptional skills in [list key skills], and [his/her/their] contributions to projects such as [mention significant projects] have been invaluable. [His/Her/Their] ability to work collaboratively while leading initiatives like [specific initiative] is particularly noteworthy.

### **Conclusion**

I confidently recommend [Employee's Name] for [the position, e.g., a managerial role, a technical position, etc.] at your esteemed company. I am certain that [he/she/they] will bring the same dedication and prowess to your team.

Should you require more information or wish to discuss [Employee's Name]'s qualifications further, please feel free to contact me.

### **Closing**

**Sincerely,**

**[Your Signature (if sending electronically, you may omit)]  
[Your Printed Name]  
[Your Job Title]**