

Job Letter of Recommendation Template

[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]