Sample Recommendation Letter for Employee from Manager

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**[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]