**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]**