

Letter of Recommendation Template

Dear _____ [Desired Employer],

It's my absolute pleasure to recommend _____ [Name of individual this letter is intended for], in hopes that they may seem an eligible fit with _____ [company in question]. The relationship between _____ [Their Name] and _____ [Past company worked at] spanned for _____ [specific length of time].

Throughout my time personally working with _____ [Name], I came to recognize _____ [him/her/them] as a truly valuable asset in a variety of ways to our team. _____ [He is/She is/They are] honest, eager to complete the tasks at hand, dependable and incredibly hardworking. Beyond that, _____ [he /she /they] has a keen ability to _____ [soft skill relevant to desired employer] that would often lead to _____ [result] with our company.

_____ [His/her/their] knowledge of _____ [specific subject relevant to desired employer] and extensive progress with _____ [specific subject] caused immense progress and success within our business. _____ [He/she/they] utilized this expertise to achieve _____ [specific achievement] which greatly benefited our company as a whole.

Along with _____ [his/her/their] undeniable skill set, _____ [Name] has always been quite a pleasure to work and collaborate with. _____ [He is/she is/they are] a wonderful asset to any team, always bringing a new perspective to tasks, while also bringing the best out of other employees.

Taking all of this into consideration, it is clear that I would in utmost confidence recommend _____ [Name] to become a privileged member at _____ [Company]. As an essential member and productive

employee all around, I know that _____ [he/she/they] will be a consistent beneficial addition to your organization.

Please feel free to contact me at _____ [phone number] if you would like to discuss _____ [Name]'s specific qualifications and experience at depth. I would be honored to expand on my recommendation further to emphasize just how honored our company was to have _____ [Name] apart of our team.

Best wishes,

_____ [Your Name]

_____ [Title in Company]

_____ [Company Name]