

## Formal Letter of Recommendation Sample

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

To Whom It May Concern,

I am pleased to write this letter of recommendation for **[Employee's Name]**, who has been employed as a **[Employee's Position]** at **[Company Name]** from **[Start Date]** to **[End Date/Present]**. During this time, I have had the pleasure of supervising [him/her/them] and have been consistently impressed with [his/her/their] professionalism, dedication, and outstanding performance.

[Employee's Name] demonstrated exceptional skills in **[list specific skills or responsibilities, e.g., project management, client relations, programming]**. One notable example of [his/her/their] capability was **[describe a significant achievement or project, including results and impact]**. [He/She/They] consistently meets deadlines, delivers high-quality work, and proactively identifies areas for improvement within the team and organization.

[His/Her/Their] positive attitude, excellent communication skills, and ability to work collaboratively make [Employee's Name] a valuable member of our team. [He/She/They] readily accepts challenges, displays strong problem-solving abilities, and adapts quickly to changing circumstances.

I wholeheartedly recommend [Employee's Name] for any future employment or academic opportunities [he/she/they] chooses to pursue. I am confident that [he/she/they] will bring the same dedication and excellence to any endeavor. Please feel free to contact me at [your email address/phone number] if you require any additional information.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]