

Letter Template: Letter of Recommendation for Employee After Resignation

A **letter of recommendation for an employee** after resignation serves as a formal endorsement of the individual's skills, work ethic, and contributions during their tenure. This letter highlights the employee's strengths, professional achievements, and positive attributes, providing potential employers with valuable insights into their capabilities. Typically, it includes a personalized description of the employee's role, performance, and character, concluding with a strong recommendation. Below is a sample to guide the structure and tone of such a letter.

Sample Letter of Recommendation After Resignation

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

To Whom It May Concern:

I am pleased to write this letter of recommendation for **[Employee Name]**, who worked with us at **[Company Name]** as a **[Employee's Position]** from **[Start Date]** to **[End Date]**. During their tenure, **[Employee Name]** consistently demonstrated exceptional professionalism, dedication, and an unwavering commitment to excellence.

[Employee Name]'s performance was exemplary in every aspect of their responsibilities. They played a key role in *[briefly describe a relevant project, responsibility, or achievement]*. Their attention to detail, technical expertise, and ability to collaborate with team members greatly contributed to our department's success.

Beyond their technical skills, **[Employee Name]** has exhibited outstanding interpersonal abilities. They are approachable, solution-oriented, and respected by colleagues and clients alike. Their work ethic, integrity, and positive attitude made a lasting impact on our organization.

I have no hesitation in highly recommending **[Employee Name]** for any future endeavor. I am confident they will excel in any role they pursue and bring the same level of excellence and commitment they demonstrated here. Please feel free to contact me should you require any further information.

Sincerely,

[Your Name]
[Your Position]