

Recommendation Letter Template

(With Work Experience as Professional Reference)

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Candidate's Name], who worked with me at [Company/Organization Name] as a [Candidate's Job Title] from [Start Date] to [End Date]. During this time, I had the privilege of witnessing [his/her/their] professional growth, exceptional work ethic, and valuable contributions to our team.

[Candidate's Name] consistently demonstrated strong analytical and problem-solving skills, particularly during [mention a relevant project, task, or period]. For example, [he/she/they] was responsible for [describe significant responsibility or achievement], successfully accomplishing [specific result or outcome].

In addition to [his/her/their] technical expertise, [Candidate's Name] showcased exemplary communication and interpersonal skills. [He/She/They] was well-respected by colleagues and clients alike, always willing to support team members and foster a collaborative work environment.

[His/Her/Their] dedication, professionalism, and passion for high-quality work were evident every day. I am confident that [Candidate's Name] will bring the same diligence and excellence to any future role.

I highly recommend [Candidate's Name] as a candidate for [position, opportunity, program, etc.]. If you require any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,
[Your Name]
[Your Position]