

# Sample Recommendation Letter for Immigration Employment-Based Application

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

To Whom It May Concern,

I am writing this letter to offer my wholehearted recommendation for **[Applicant's Full Name]** in support of their employment-based immigration application. I have had the privilege of working with [Applicant's Name] for [length of time] at [Company/Organization Name], where I serve as [Your Position/Relationship to Applicant].

During [his/her/their] tenure at our organization, [Applicant's Name] has consistently demonstrated exceptional skills in [mention field/area of expertise], with particular strengths in [list relevant skills or accomplishments]. [He/She/They] has been instrumental in [describe key projects, contributions, or leadership], and has always exhibited professionalism, dedication, and a strong work ethic.

[Applicant's Name] possesses a unique combination of technical proficiency and interpersonal skills that greatly benefit our team and clients. Their ability to efficiently manage complex tasks, adapt to new challenges, and collaborate effectively with colleagues and stakeholders has made a significant impact on our organizational success.

I am confident that [Applicant's Name] will continue to make valued contributions in [his/her/their] future endeavors. [His/Her/Their] expertise, integrity, and positive attitude make [him/her/them] an invaluable asset in any professional setting. I strongly endorse [Applicant's Name] for employment-based immigration and am certain that [he/she/they] will exceed expectations in any role [he/she/they] undertakes.

Please do not hesitate to contact me at [your phone number] or [your email address] should you require further information regarding [Applicant's Name] or my recommendation.

Sincerely,  
[Your Name]  
[Your Title/Position]