

Short Recommendation Letter for Job Application

Date: [Insert Date]

To Whom It May Concern,

I am pleased to recommend **[Candidate's Name]** for the position of **[Job Title]** at your organization. During their time at **[Your Company/Organization]**, I have been consistently impressed with **[Candidate's Name]**'s professionalism, reliability, and strong work ethic.

[Candidate's Name] possesses excellent **[relevant skills or qualities, e.g., communication, problem-solving]** and has demonstrated the ability to **[mention specific achievement or responsibility]**. Their positive attitude and willingness to take on new challenges have made a significant impact on our team.

I am confident that **[Candidate's Name]** will be a valuable asset to your organization. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]