

Letter of Recommendation for Employee After Layoffs

Date: [Insert Date]

To Whom It May Concern,

I am writing to enthusiastically recommend **[Employee Name]**, who was part of our team at **[Company Name]** from **[Start Date]** to **[End Date]**. As **[Employee's Position]**, **[he/she/they]** consistently demonstrated professionalism, dedication, and a high level of expertise in **[his/her/their]** work with us.

During **[Employee Name]**'s tenure, our organization faced significant changes, including workforce reductions that impacted many talented employees, including **[him/her/them]**. It is important to note that this decision was based solely on organizational restructuring and budget constraints, rather than any reflection of **[Employee Name]**'s performance or contributions.

[Employee Name] consistently excelled in **[describe relevant skills, e.g., project management, teamwork, communication]**. **He/She/They** played a key role in **[describe accomplishment or project]** and was always willing to go above and beyond for the success of the team and the organization.

His/Her/Their positive attitude, adaptability, and professionalism were especially appreciated during challenging times. **[Employee Name]** built strong relationships across departments and fostered a culture of collaboration and support.

I am confident that **[Employee Name]** will be an asset to any organization **he/she/they** joins. I wholeheartedly recommend **him/her/them** for any opportunity **he/she/they** chooses to pursue, and I am happy to provide further information if needed.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]