

# Manager's Recommendation Letter Template

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]  
[Date]

**To Whom It May Concern,**

I am writing to wholeheartedly recommend **[Candidate's Full Name]** for the position of **[Target Job Title]** at your organization. As **[Candidate's Name]**'s manager at **[Current or Previous Company]** for **[Length of Time]**, I have had the pleasure of witnessing firsthand their exceptional abilities, dedication, and professionalism.

During their tenure with us, **[Candidate's Name]** consistently demonstrated a strong work ethic and a remarkable aptitude for **[key skills relevant to role, e.g. leadership, problem-solving, teamwork]**. One of their most notable achievements includes **[specific achievement or project]**, which contributed significantly to our team's success. **[Candidate's Name]** is reliable, proactive, and has shown great adaptability in challenging situations.

Not only does **[Candidate's Name]** possess the technical skills necessary for success in **[Target Job Title]**, but they also have excellent interpersonal abilities. Their capability to work collaboratively, communicate clearly, and motivate those around them is truly commendable.

I am confident that **[Candidate's Name]** would be an invaluable asset to your team and will bring the same level of dedication and excellence to your organization as they did in ours. If you require any additional information, please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for considering this recommendation. I strongly endorse **[Candidate's Name]** for the **[Target Job Title]** position and wish them success in this new opportunity.

Sincerely,  
[Your Name]  
[Your Job Title]