

Employment Formal Letter of Recommendation Template

An **employment formal letter of recommendation** serves as a professional endorsement of a candidate's skills, qualifications, and work ethic, typically written by a current or former employer. This letter is crucial in supporting job applications by providing credible insights into the applicant's performance, reliability, and character. A well-structured template for such a letter includes an introduction identifying the relationship with the candidate, a detailed account of their strengths and achievements, and a confident recommendation for their prospective employment. Utilizing this template ensures clarity, formality, and persuasive communication that can significantly influence hiring decisions.

Template

(Your Name)

(Your Position)

(Company Name)

(Company Address)

(City, State, Zip Code)

(Email Address)

(Phone Number)

(Date)

To Whom It May Concern,

I am writing to formally recommend **(Candidate's Name)** for employment at your organization. I had the pleasure of working with **(Candidate's Name)** for **(length of time)** at **(Company/Department)**, where I served as **(Your Position/Relationship to Candidate)**.

During this time, **(Candidate's Name)** consistently demonstrated exceptional professionalism, strong work ethic, and reliable performance. Notably, **(he/she/they)** excelled at **(describe specific skills, roles, or projects)**, effectively contributing to our team's success through **(describe achievements or positive qualities, e.g., leadership, collaboration, problem-solving)**.

(Candidate's Name)'s ability to **(describe a key strength or significant contribution)** was particularly impressive. **(He/She/They)** earned the respect of colleagues and management alike for **(his/her/their)** unwavering dedication, professionalism, and positive attitude.

Based on my experience with **(Candidate's Name)**, I am confident that **(he/she/they)** will be a valuable asset to your organization. I highly recommend **(him/her/them)** for the position and have no doubts about **(his/her/their)** ability to excel further.

Please feel free to contact me at **(your phone number)** or **(your email)** should you require any additional information.

Sincerely,

(Your Name)

(Your Position)

(Company Name)