

Employer Recommendation Letter Sample

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

[Recipient Name]
[Recipient Position]
[Recipient Company/Organization Name]
[Address Line 1]
[City, State, ZIP Code]

Dear [Recipient Name],

I am pleased to write this letter in enthusiastic support of [Candidate's Name], who was employed with us as a [Candidate's Position] at [Company/Organization Name] from [Start Date] to [End Date]. During this time, [he/she/they] consistently demonstrated outstanding professionalism, a strong work ethic, and a high level of competency in all assigned responsibilities.

[Candidate's Name] played a crucial role in [describe relevant projects, departments, or responsibilities]. [He/She/They] excelled at [mention specific skills or qualities, e.g., problem-solving, leadership, communication], consistently completing projects on time and often exceeding expectations. For example, [describe a particular accomplishment, innovative solution, or contribution].

[He/She/They] is an organized, dependable, and proactive professional who quickly adapts to new challenges and changing work environments. [Candidate's Name]'s positive attitude and ability to work effectively both independently and as part of a team greatly benefited our organization.

In summary, I highly recommend [Candidate's Name] for [role or opportunity]. I am confident that [he/she/they] will bring the same level of dedication, professionalism, and expertise to your organization as [he/she/they] did with ours. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

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