

Simple Recommendation Letter Template for Job Application

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

[Recipient's Name]
[Recipient's Job Title/Position]
[Recipient's Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am pleased to write this letter in support of [Applicant's Name]'s application for the [Job Title] position at your organization. I have had the pleasure of working with [Applicant's Name] for [duration] at [Company/Organization Name], where I serve as [Your Position].

During this time, I was able to observe [Applicant's Name]'s remarkable [mention qualities: work ethic, skills, reliability, etc.]. [He/She/They] consistently demonstrated [specific skills, e.g., problem-solving abilities, leadership, communication skills], which contributed positively to our team. For example, [provide a specific example of an accomplishment or task the applicant excelled at].

[Applicant's Name] is a highly motivated and dedicated professional who would be a valuable asset to your organization. I am confident that [he/she/they] will bring the same level of enthusiasm and commitment to the [Job Title] role that [he/she/they] showed during [his/her/their] time with us.

I am happy to provide further information if required. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,
[Your Name]