

Recommendation Letter Template for Job Application

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

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

Dear [Recipient's Name or "Hiring Manager"],

I am pleased to write this letter of recommendation for **[Candidate's Name]**, who is applying for the position of **[Position Title]** at **[Company/Organization Name]**. Having worked with **[him/her/them]** for **[duration]** as **[your relationship, e.g., supervisor, colleague]** at **[your company/organization]**, I can confidently say that **[Candidate's Name]** is an outstanding professional with an impressive set of skills and an exceptional work ethic.

During **[his/her/their]** time with us, **[Candidate's Name]** demonstrated excellent **[specific skills or qualities, e.g., leadership, problem-solving, communication]** skills and consistently exceeded expectations in **[describe specific tasks, projects, or achievements]**. **[He/She/They]** is particularly adept at **[highlight key abilities relevant to the job]**, and **[he/she/they]** approaches each task with determination, attention to detail, and a positive attitude.

I was especially impressed by **[his/her/their]** ability to **[describe a relevant achievement or scenario: e.g., "innovate creative solutions during tight deadlines" or "lead team projects to successful completion"]**. **[Candidate's Name]** consistently showed professionalism, adaptability, and a strong commitment to our team's success.

I am confident that **[Candidate's Name]** will be a valuable asset to your organization and will contribute positively to your team's goals. I highly recommend **[him/her/them]** for the **[Position Title]** role at **[Company/Organization Name]**.

Should you require any further information or wish to discuss **[Candidate's Name]**'s qualifications in more detail, please feel free to contact me at **[your email/phone number]**.

Sincerely,

[Your Name]
[Your Position/Title]