

Professional Formal Letter of Recommendation Template

A **professional formal letter of recommendation** provides a structured and credible endorsement of an individual's skills, character, and achievements. This comprehensive template guides the writer through essential components such as an introduction, specific examples of the candidate's qualifications, a strong recommendation statement, and a courteous closing. Utilizing this format ensures clarity, professionalism, and effectiveness in presenting the candidate's suitability for a job, academic program, or other opportunities.

Letter Template

[Your Name]

[Your Position/Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Full Name] for [position/program/opportunity] at [Company/Organization Name]. In my capacity as [your relationship to candidate, e.g., supervisor, professor], I have had the pleasure of working with [him/her/them] for [duration] and am confident in [his/her/their] exceptional abilities and character.

During [his/her/their] time with [your company/organization], [Candidate's Name] demonstrated outstanding [skills/qualities relevant to the position, e.g., leadership, teamwork, problem-solving abilities]. For example, [provide specific example or achievement that illustrates these strengths]. [His/Her/Their] dedication, professionalism, and positive attitude especially stood out in [describe a significant event, project, or task].

[Candidate's Name] consistently displayed an impressive work ethic and a willingness to take on challenges. [He/She/They] builds strong relationships with colleagues and clients alike, contributing to a positive and productive work environment. I am confident that [he/she/they] will bring the same commitment and excellence to [position/program/opportunity] at your organization.

I strongly recommend [Candidate's Name] without reservation. Should you require any additional information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Position/Title]

[Company/Organization Name]