

Sample Recommendation Letter for Job Applicant with Proven Work Experience

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

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

Dear [Recipient Name],

I am pleased to write this letter of recommendation for **[Applicant's Name]**, who has worked with me at **[Company/Organization Name]** for the past **[Duration]** as a **[Applicant's Position]**. During this time, [he/she/they] consistently demonstrated exceptional professionalism, reliability, and a strong work ethic.

[Applicant's Name] quickly distinguished [himself/herself/themselves] as a valuable asset to our team. One of [his/her/their] notable contributions was *[describe a specific project, achievement, or responsibility where the applicant excelled]*. This accomplishment not only showcased [his/her/their] technical abilities but also [his/her/their] initiative and problem-solving skills. [He/She/They] is known for completing projects ahead of schedule and for the high quality of [his/her/their] deliverables.

In addition, [Applicant's Name] is a dependable and committed professional. [He/She/They] frequently went beyond the call of duty to ensure team objectives were met. [His/Her/Their] positive attitude and ability to collaborate effectively with colleagues contributed greatly to a productive and harmonious working environment.

Based on [his/her/their] proven track record and skills, I am confident in recommending **[Applicant's Name]** for the position of **[Target Position]** at your organization. I am certain [he/she/they] will bring the same level of dedication, competence, and integrity that [he/she/they] demonstrated with us.

If you require further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,
[Your Name]