

# Recommendation Letter Template for High Performing Staff

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

To Whom It May Concern,

I am delighted to write this letter of recommendation for [Employee's Name], who has served as [Employee's Position] at [Company/Organization Name] from [Start Date] to [End Date/Present]. During this time, [Employee's Name] has consistently demonstrated exemplary performance and unwavering dedication to our team.

[Employee's Name] has made significant contributions to our organization, particularly in [briefly state area of achievement or project]. Their key achievements include:

- [Specific achievement] *[Brief description, including measurable results if possible]*
- [Another achievement] *[Brief description, include impact or outcome]*
- [Leadership/Initiative] *[Example of leadership or going above and beyond]*

In addition to a strong work ethic, [Employee's Name] exhibits excellent teamwork abilities and leadership qualities. For example, [he/she/they] *[give a brief anecdote about working in teams or leading a project]*. This dedication has not only driven personal success, but also inspired those around [him/her/them].

I wholeheartedly recommend [Employee's Name] for [future opportunity, position, program, etc.]. I am confident [he/she/they] will continue to excel and contribute with the same passion and integrity demonstrated while at our organization.

If you require any additional information, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,  
[Your Name]  
[Your Position]