

Letter of Commendation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to commend [Candidate's Name] for their exceptional qualifications and potential during the recent interview for the [Position Title] at [Company Name].

[Candidate's Name] demonstrated remarkable skills in [specific skills/areas discussed] and showcased a strong understanding of [relevant topics]. Their passion for [specific field or industry] truly resonates with the values of your organization.

I am confident that [Candidate's Name] would be a valuable asset to your team, bringing both expertise and enthusiasm to the [Position Title].

Thank you for considering this commendation as you make your hiring decision.

Sincerely,

[Your Name]

[Your Position]