

Letter of Recommendation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to highly recommend [Employee's Name] for [position/role] at [New Company Name]. I had the pleasure of working with [him/her/them] at [Your Company Name] for [duration] where [he/she/they] held the position of [Employee's Position].

[Employee's Name] consistently demonstrated [his/her/their] abilities in [specific skills or qualities related to the job]. [He/She/They] was instrumental in [mention any significant accomplishments or contributions].

Additionally, [Employee's Name] has exceptional [mention soft skills, e.g., teamwork, communication, etc.], which made [him/her/them] a valuable asset to our team.

I am confident that [Employee's Name] will excel in [his/her/their] future endeavors and bring great value to your organization. If you have any further questions or would like to discuss [his/her/their] qualifications, please feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]