

# Letter of Recommendation

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend [Candidate's Name] for the position of [Job Title] at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company], where [he/she/they] served as [Candidate's Job Title].

[Candidate's Name] consistently demonstrated [his/her/their] ability to [mention specific skills or qualities], which greatly benefited our team. [He/She/They] has a talent for [specific examples of achievements or contributions].

I am confident that [Candidate's Name] will bring the same dedication and professionalism to your organization. [He/She/They] would be a valuable asset to your team.

Should you have any further questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Phone Number]  
[Your Email Address]