

# Letter of Recommendation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to highly recommend [Janitor's Name] for the promotion to Senior Janitor at [Company Name]. Having worked closely with [him/her/them] for [duration] as [his/her/their] supervisor, I can confidently attest to [his/her/their] outstanding work ethic, attention to detail, and dedication to maintaining a clean and safe environment.

[Janitor's Name] consistently goes above and beyond the requirements of the job. [He/She/They] has demonstrated exceptional skills in [specific tasks or areas], and has continually shown a proactive approach to problem-solving. [His/Her/Their] ability to work well independently as well as part of a team has been invaluable to our operations.

In addition to [his/her/their] technical skills, [Janitor's Name] possesses excellent communication and interpersonal skills, making [him/her/them] a respected member of our team. [His/Her/Their] positive attitude and willingness to assist others have created a supportive work environment.

I wholeheartedly support [Janitor's Name]'s application for the Senior Janitor position and am confident that [he/she/they] will excel in this new role. Please feel free to contact me at [your contact number or email] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]