

Academic Recommendation Confirmation

Date: [Insert Date]

To Whom It May Concern:

I am writing to confirm that I, [Your Name], am providing an academic recommendation for [Candidate's Name] for the position of [Job Title] at [Institution/Organization Name].

I have had the pleasure of working with [Candidate's Name] as their [Your Position, e.g., professor, supervisor] during [Insert Time Period] at [Institution Name]. Throughout this time, [he/she/they] has demonstrated exceptional qualities in [mention relevant skills or attributes].

This recommendation is provided with an understanding that it will be used for [Candidate's Name]'s job application. I hope it serves as a testament to [his/her/their] qualifications and potential in academia.

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

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Your Address]