

Letter of Recommendation for [Candidate's Name]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Training Program/Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Candidate's Name] as they apply for the [specific job training program]. I have known [Candidate's Name] for [duration] as [his/her/their] [relationship, e.g., supervisor, mentor]. During this time, I have been consistently impressed by [his/her/their] dedication, skills, and work ethic.

[Candidate's Name] has demonstrated exceptional [specific skills or qualities], which I believe will greatly benefit [his/her/their] success in the training program. [He/She/They] has shown a strong aptitude for [relevant skill or task], and I am confident that [he/she/they] will thrive in an environment that fosters growth and learning.

I wholeheartedly recommend [Candidate's Name] for the [job training program]. [He/She/They] is a determined and motivated individual who will bring enthusiasm and commitment to your

team. If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this application.

Sincerely,

[Your Name]