

Recommendation Letter for Temporary Employment Extension

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am writing to recommend [Employee's Name] for an extension of their temporary employment with [Company's Name]. During their time here as [Employee's Position], they have demonstrated exceptional skills and a strong work ethic that has greatly contributed to our team.

[Employee's Name] has consistently met deadlines and handled responsibilities with professionalism. Their ability to [mention specific skills or contributions] has been invaluable. I believe that extending their temporary employment would greatly benefit our ongoing projects.

In light of their performance, I strongly support the continuation of [Employee's Name]'s role for an additional [insert time period]. I am confident that they will continue to excel and positively impact our team.

Thank you for considering my recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company]