

Letter of Recommendation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

To Whom It May Concern,

I am writing to recommend [Candidate's Name] for the temporary position of [Job Title] at [Company Name]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Company/Organization].

[Candidate's Name] has consistently demonstrated [his/her/their] skills in [specific skills/qualities related to the job], showcasing [his/her/their] ability to [relevant tasks or responsibilities]. During [his/her/their] time with us, [he/she/they] has [specific example of a contribution or achievement].

I am confident that [Candidate's Name] will bring the same level of dedication and expertise to [Company Name]. [His/Her/Their] strong work ethic, combined with [his/her/their] ability to work collaboratively, make [him/her/them] an excellent fit for your team.

Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Sincerely,
[Your Name]
[Your Position]