

# Employee Recommendation Letter

**[Your Name]**  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Recipient Name]**  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Employee Name] for [Position/Opportunity] at [Company/Organization]. During their tenure at [Your Company], [Employee Name] demonstrated exceptional skills in [specific skills or qualities].

[He/She/They] consistently [describe specific achievements or contributions] which significantly contributed to our team's success. [Employee Name] is known for [mention additional personal attributes such as leadership, teamwork, etc.].

I am confident that [Employee Name] will be an asset to your team, bringing [his/her/their] dedication and expertise. Should you require any further information, please do not hesitate to contact me.

Thank you for considering this recommendation.

Sincerely,  
[Your Name]  
[Your Position]