

LETTER OF RECOMMENDATION

To whom it may concern,

I am _____ (your name), a _____ (your job title) at _____ (company name), and I have worked with _____ (individual's name) for over _____ (time period), who held the position of _____ from _____ to _____ (date to date).

During the time that I have worked with _____ (individual's name), he / she has demonstrated great skills in _____, _____, _____ (specific skills). For example, _____
_____ (provide specific examples of a time when he / she demonstrated such skills).

Furthermore, his / her knowledge of _____ (specific subject) and expertise in _____ (specific subject) was a huge advantage to our company. For example, _____
_____ (provide specific examples that support your recommendation).

Without doubt, I confidently recommend _____ (individual's name) for _____ (job title) at _____ (company name). I'm sure that he / she will become a valuable asset to your company.

Please do not hesitate to reach out to me directly at _____ (your phone number) or _____ (your e-mail address) if you have any questions or you would like any further information.

Sincerely,

_____ (signature)

_____ (your name)

_____ (your job title)

_____ (company name)