

# 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)