Letter of Recommendation Template

Instructions

Use this template to customize your own version of this letter. It's easy! Just insert the applicable information in the brackets and paste the new text onto your company’s letterhead.

We also recommend reviewing the final document with a lawyer to ensure compliance with all applicable laws.



**[HIRING MANAGER NAME]**

**[HIRING MANAGER TITLE]**

**[HIRING MANAGER COMPANY]**

**[COMPANY ADDRESS]**

Dear **[Hiring manager],**

It is my pleasure to provide this letter of recommendation for **[Employee]** as she seeks employment as a **[Role]** with **[Company]**. As **[Employee]**'s direct manager at **[Manager company]**, I worked closely with her over the past **[#]** years. **[Employee]** showed excellent communication skills and consistently met or exceeded performance expectations. On a personal level, she’s **[positive characteristic]** and **[positive characteristic],** both qualities that have served her well in her role as a **[Current role].**

First, **[Employee]** demonstrated value to **[Manager company]** by **[statement of employee's core responsibilities]**. **[Cite an aspect of their role in which they are particularly strong. You might cite a specific instance where they exhibited this trait.]**

Second, **[Employee]** has **[uniquely strong skill set or specialty knowledge area]**. **[Cite specific examples.] [Restate why this attribute contributes to their success as an employee.]**

Finally, **[Employee]** has proven herself to be a strong cultural fit here at **[Company]**. She’s always ready to **[collaborative attribute]** and contributes valuable insights during **[collaborative platform]**. **[Brief anecdote illustrating their collaboration skills.]** **[Cite any examples of how they might contribute to company culture outside of their regular job duties.]**

In closing, I’d like to restate my strong support for **[Employee]**'s application to the role of **[Role]** with **[Company]**. I’m confident that she will meet or surpass your expectations in this new role.

**[Employee]** is driven, self-confident, and proactive, and I know she will continue to find success in **[Field of work]**. Please feel free to contact me at **(XXX) XXX-XXXX** or **[Email address]** with any other questions. Thank you for your time.

Sincerely,

[MANAGER NAME]

[MANAGER TITLE]

[MANAGER COMPANY]

[COMPANY ADDRESS]

[COMPANY ADDRESS]