

LETTER OF RECOMMENDATION

To whom it may concern,

I am _____ [Your name], a _____ [Your job title] at _____ [Company name], and I have had the privilege of working with _____ [Individual's name] for _____ [Time period]. During this time, _____ [Individual's name] held the position of _____ [Job title] from _____ [Start date] to _____ [End date].

Throughout our time working together, _____ [Individual's name] has demonstrated exceptional skills in _____ [Specific skills]. A particularly notable example of this was when _____ [Provide specific example of how they demonstrated these skills].

Additionally, _____ [his/her/their] knowledge of _____ [Specific subject] and expertise in _____ [Specific subject] have been a significant asset to our organisation. For instance, _____ [Provide example of how their expertise benefitted the company].

Without hesitation, I highly recommend _____ [Individual's name] for the position of _____ [Job title] at _____ [Company name]. I have no doubt that _____ [he/she/they] will prove to be a valuable addition to your team.

Should you require any further information, please do not hesitate to contact me at _____ [Your phone number] or _____ [Your email].

Yours sincerely,

(signature)

[Your name]

[Your job title]

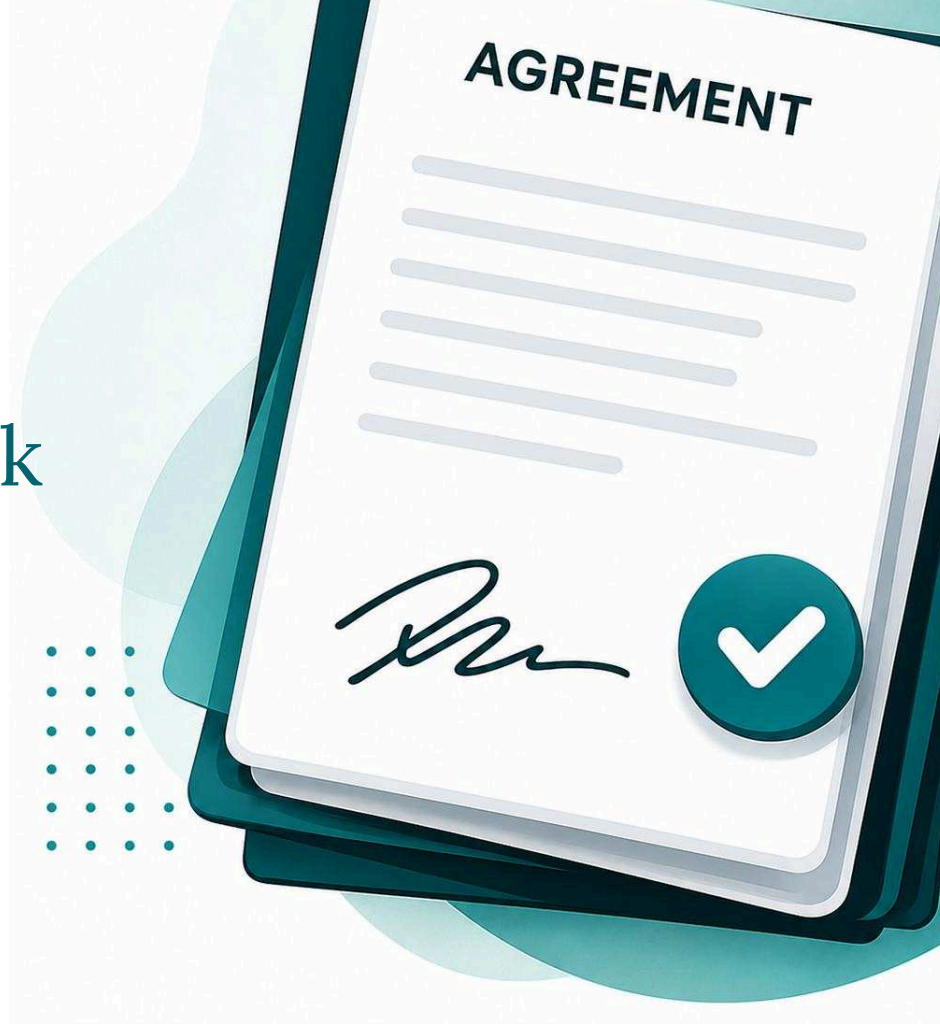
[Company name]

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