

# 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]