

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email
Date

Name of Addressee
Company
Address
City, State, Zip Code

Dear [Name of Addressee]:

I am writing to you with a letter of recommendation for [name of applicant], whom I believe will make a good addition to your [department] at [name of company]. He is a person with positive values, characteristics, and work ethics, all of which I believe are things that good employees should aspire to have.

I have known [name of applicant] since he began working at [your company]. For as long as he had been working here, he has shown himself to be a very good employee. Not only does his character and personality shine through, he also proved himself to be more than capable at his job. In fact, he has consistently exceeded company expectations. It is with this observation that I am recommending him for the position of [position applied for]. Our company's loss is truly going to be your gain.

[Add quick background about the applicant, including education and employment background if applicable]. Because of his professionalism and hardworking nature, I believe that he will show the same enthusiasm at your company as he did with ours. With this sincere recommendation, I hope that you will consider [name of applicant] for the position. Should you have any more questions regarding his application, please do not hesitate to contact me at [insert contact details]. Thank you for your time and may you have a nice day ahead.

Sincerely,
Your name and signature

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