

Sample Recommendation Letter for Co-worker

[Date] [Full Name]

[Title]

[School Name]

[Address]

[City, State, Zip Code]

Dear [Mr./Ms. Last Name]:

I am writing to you with regard to [Mr./Ms. Full Name], who has requested that I write a letter of recommendation on [his/her] behalf. [First Name] and I discussed [his/her] recent decision to pursue graduate study and I support [his/her] decision and strong desire to take [his/her] dedication and skill to the next level.

I have worked with [First Name] for [time span]. Specifically, [explain the context of your relationship. Are you a supervisor? Of what?]. Applicant's duties include [explain].

Over the time that I have known [Applicant], he/she has consistently performed his/her duties with competence and often goes the extra mile, doing more than expected. [Provide a specific example].

[Applicant] is an excellent problem solver. [Provide an example.] In addition, he/she is an excellent communicator and has the skills and personality needed to be a leader. [Explain/provide an example of how Applicant demonstrates communication skills. Describe some personality characteristics that you believe are helpful to his/her success].

While Applicant's leaving our company to attend graduate school is a loss to us, I have every confidence that Applicant will thrive in a graduate school setting. The applicant is an intelligent, committed, and inquisitive individual. I believe that he/she will be an asset to your program.

Sincerely,

[Employer's

[Title]

[Company]

Name]

Recommendation Letter For A Coworker

J Spring



Recommendation Letter For A Coworker:

Recommendation Letter For A Coworker Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Recommendation Letter For A Coworker**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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Recommendation Letter For A Coworker Introduction

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