

Sample Letter of Recommendation for Former Co-worker

July 21, 2016

As an individual, Daniel was a pleasure to work with as he was both pleasant and professional at the same time. He got the respect he deserved from his underlings and was always the first person to be chosen when inducting new employees to the department. Based on my experience in working closely with him, I recommend him highly for a position with your company.

During the time that Daniel has spent at the office, he was constantly commended by his seniors for his positive approach to work. This positivity is in his nature and exercising it always meant exceptional results. Project SAP, which is considered the company's most successful one since 1999, was due to his efforts primarily. He knows marketing like the back of his hand and can handle teething problems with ease and perfection.

I am pleased to write this letter of recommendation for Daniel Cliff for Marketing Officer position. I have spent 2 years as his co-worker at Concepts Marketing. Since both of us were assigned to the same projects, I got to know his strengths – both personal and professional.

Please do not hesitate to contact me at (222) 222-2222 if there is any additional information I can provide about Daniel Cliff.

To Whom It May Concern

Sincerely,

[Sign Here]

Sample Letters Of Recommendation For A Coworker

Zhe Xu



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