

Recommendation Letter for Employment

Date: _____

To Whom This May Concern,

My name is _____ [Your Name] and I am pleased to offer my recommendation of _____ [Individual's Name] for the position of _____ [Job Title] at _____ [Company Name].

During my relationship with _____ [Individual's Name] over the past ____ years, I have experienced a highly motivated, hard-working individual who consistently arrives on time and shows great dedication towards ____ [His/Her] professional duties. I strongly believe that _____ [Individual's Name] will be a great addition to your company and will exceed expectations in ____ [His/Her] role as _____ [Job Title].

Please do not hesitate to contact me if you should require any additional information.

Sincerely,

Signature _____ **Date** _____

Title _____

Telephone _____

E-Mail _____

