Letter of Recommendation Template

Date

Recipient’s name

Recipient’s Designation

Address

Dear Mr Smith (This is a formal communication, so use Mr or Ms + last name)

I am pleased to reply to your letter concerning Mr/Ms (fill in the name of the person you are recommending.)

Mr/Ms X had been working as (designation of the person) with our organization for the past (fill in the duration of employment.) I have found her/him to be a hard-working, capable, and sincere employee who has been as asset to our organization.

I am confident that Mr X/Ms X will prove to be a valuable asset to any organization. I highly recommend him/her and wish him/her all the best.

Please feel free to contact me if you require further information.

Sincerely

Your signature

Your name

Your Designation