

Letter of Recommendation Template

[Your Name]

[Your Position]

[Company/Organization/Institution Name]

[Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am pleased to write this letter of recommendation for **[Full Name of the Candidate]**. I have had the pleasure of working with [him/her/they] for **[duration of your relationship]** in my capacity as **[Your Position]** at **[Your Company/Organization Name]**, and I can confidently recommend [him/her/them] for **[type of opportunity – e.g., employment, academic program, scholarship, etc.]**.

During our time working together, I found **[Candidate's Name]** to be a highly dedicated, skilled, and dependable individual. [He/She/They] consistently demonstrated **[mention key strengths – e.g., strong problem-solving abilities, excellent communication skills, leadership qualities, attention to detail]**, which made a significant impact on our team and projects.

One of the most impressive aspects of **[Candidate's Name]**'s performance was **[describe a specific achievement or scenario that highlights their capability]**. This experience showcased [his/her/their] **[highlight a trait – e.g., initiative, creativity, professionalism, perseverance]** and commitment to excellence.

I am confident that **[Candidate's Name]** will bring the same level of excellence, work ethic, and positive attitude to any future role or opportunity. I highly recommend [him/her/them] without reservation and believe [he/she/they] would be a valuable asset to your team or program.

If you require any further information, please feel free to contact me at **[Email Address]** or **[Phone Number]**.

Sincerely,

[Your Full Name]

[Your Job Title]

[Company/Organization Name]