

Date:

To Whom It May Concern,

I am pleased to write this letter in recommendation of _____ for employment at your organization.

Introduction

I have known _____ for _____ years in my capacity as _____.

Position & Duties

During this time, _____ was employed as _____ and was responsible for _____.

Skills & Qualities

_____ consistently demonstrated skills such as _____ and qualities including _____.

Conclusion & Recommendation

I confidently recommend _____ for employment. I am sure _____ will be a valuable addition to your team.

Please feel free to contact me for any further information.

Sincerely,
