

Your name
Title
Company
Address
Phone
Email

[Title]

Dear, [Mr/Ms/Mr to whom it may concern]

I am writing to recommend [recommended person's full name], for [position or course of recommendation].

Having known [recommended person] for [year/s years known], as their [relationship/teacher] I am certain that they will thrive in the [position/course] due to their [best positive qualities].

During their time [working/studying] with me, they have always impressed me with their [3-4 examples of other relevant strengths] and I am therefore confidently able to recommend [recommended person] based on this experience.

[Employee_name] is a delight to work with and I wouldn't hesitate to hire [him/her/them] again.

Should you have any further questions about [him/her/them], feel free to reach me at [phone number].

Sincerely

[signature]

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