

Professional Employee Recommendation Message Template

Subject: Strong Recommendation for [Name]

Dear [Hiring Manager/Name],

I am writing to provide my highest recommendation for [Employee Name], who worked under my supervision as [Position] at [Company] from [Start Date] to [End Date]. During this time, I had the pleasure of observing their exceptional professional capabilities and character firsthand.

[Employee Name] consistently demonstrated outstanding performance in [specific areas]. Their ability to [specific skill/achievement] resulted in [quantifiable results]. What impressed me most was their [specific quality], which enabled them to [specific example].

In terms of leadership and teamwork, [Employee Name] showed remarkable ability to [specific example]. They successfully managed [specific project/responsibility] and consistently met or exceeded all performance metrics. Their technical skills in [relevant areas] are exemplary, and they have a proven track record of [specific accomplishments].

I am confident that [Employee Name] would be a valuable addition to your team. They possess the skills, dedication, and character that would contribute significantly to your organization's success.

Please feel free to contact me at [contact information] if you need any additional information.

Sincerely,

[Your Name]

[Your Title]

[Company]

[Contact Information]

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