

Formal professional recommendation for new position

Subject: Letter of Recommendation for [Colleague's Name]

Dear Hiring Manager,

I am writing to provide my highest recommendation for [Colleague's Name], who worked under my supervision as [Position] at [Company Name] for [Duration]. Having collaborated closely with them on numerous projects, I can confidently attest to their exceptional professional capabilities and character.

Throughout our working relationship, [Name] consistently demonstrated outstanding technical skills, particularly in [specific skills/areas]. Their ability to [specific example of expertise] was instrumental in achieving our department's goals. They successfully led the [specific project] which resulted in [quantifiable outcome].

What sets [Name] apart is their collaborative spirit and problem-solving approach. They regularly mentored junior staff members and facilitated cross-departmental communication that improved our overall workflow efficiency by 25%. Their attention to detail and commitment to meeting deadlines made them an invaluable team member.

I have no hesitation in recommending [Name] for the position they are seeking. Their combination of technical expertise, leadership potential, and professional integrity would be a valuable addition to any organization.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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