

Informal email recommendation for employee

Subject: Recommendation for [Employee Name]

Hi [Recipient Name],

I am writing to recommend [Employee Name] for your team. I have had the pleasure of working with [him/her] for [X years] at [Company Name], and [he/she] consistently shows professionalism, creativity, and a great work ethic.

I believe [Employee Name] will be an excellent addition to your organization. Please reach out if you want to discuss further.

Best regards,

[Your Name]

[Title]

[Company Name]

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