**[Your Company Letterhead or Your Name]**  
[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**To Whom It May Concern,**

I am writing to recommend **[Employee’s Full Name]**, who worked with **[Company Name]** as a **[Job Title]** from **[Start Date]** to **[End Date]**. During this time, I had the pleasure of supervising **[him/her/them]** and can attest to **[his/her/their]** professionalism, dedication, and strong work ethic.

Throughout **[his/her/their]** tenure, **[Employee’s First Name]** consistently demonstrated **[specific qualities such as reliability, initiative, teamwork, leadership, etc.]**. **[He/She/They]** played a key role in **[describe major responsibilities, projects, or achievements]**, contributing significantly to the success of our team and organization.

In addition to **[his/her/their]** technical and professional skills, **[Employee’s First Name]** is also a pleasure to work with due to **[his/her/their]** positive attitude, excellent communication skills, and ability to collaborate effectively with colleagues and clients alike.

I am confident that **[Employee’s First Name]** will bring the same level of excellence, integrity, and commitment to any future role **[he/she/they]** pursues. I wholeheartedly recommend **[him/her/them]** for employment and am certain that **[he/she/they]** will be an asset to your organization.

Please feel free to contact me at **[your email address]** or **[phone number]** if you require any additional information regarding **[Employee’s First Name]**’s qualifications or performance.

Sincerely,  
**[Your Full Name]**  
**[Your Job Title]**  
**[Company Name]**

**OrionTech Innovations, Inc.**  
1250 Horizon Avenue  
Seattle, WA 98109  
contact@oriontech2050.com  
(206) 555-4729  
**May 12, 2055**

**To Whom It May Concern,**

I am writing to recommend **Ms. Clara Mendoza**, who worked with **OrionTech Innovations, Inc.** as a **Senior Software Engineer** from **March 2048** to **April 2055**. During this time, I had the pleasure of supervising her and can attest to her professionalism, technical expertise, and dedication to excellence.

Throughout her tenure, Clara consistently demonstrated exceptional problem-solving abilities, strong leadership, and a commitment to innovation. She played a key role in developing our company’s AI-driven logistics platform, which improved operational efficiency by 37% across multiple departments. Her ability to translate complex algorithms into practical, scalable solutions set a new benchmark for quality within our engineering division.

In addition to her technical skills, Clara is an outstanding team player with excellent communication and interpersonal abilities. She fostered a collaborative and supportive work environment, often mentoring junior developers and leading cross-departmental initiatives with enthusiasm and integrity.

I am confident that Clara will bring the same level of excellence, creativity, and professionalism to any future role she undertakes. I wholeheartedly recommend her for employment and am certain she will be a valuable asset to your organization.

Please feel free to contact me at **contact@oriontech2050.com** or **(206) 555-4729** if you require any additional information regarding Clara’s qualifications or performance.

Sincerely,  
**Daniel Kim**  
**Director of Engineering**  
**OrionTech Innovations, Inc.**



**Employment Letter Of Recommendation**

September 1, 2018

To Whom it May Concern:

I would like to recommend Muriel MacKensie as a candidate for a position with your organization. In her position as Administrative Assistant, Muriel was employed in our office from 20XX - 20XX. Throughout her time with our organization, she demonstrated critical skills that would make her an excellent employee at your company.

Muriel did a terrific job in her position and was an asset to our organization during her tenure with the office. She has excellent written and verbal communication skills, is extremely organized, can work independently, and is able to effectively multi-task to ensure that all projects are completed in a timely manner.

Because of her effectiveness, I even gave her additional responsibilities, including developing a training program for our interns. Muriel went above and beyond in that assignment, as she does in all tasks.

Muriel was always willing to offer her assistance and had an excellent rapport with the many constituents served by our office including clients, employers, and other professional organizations. This would be particularly valuable for your company, as you state you are looking for a candidate who can effectively communicate with people across departments.

She would be an asset to any employer, and I wholeheartedly recommend her for any endeavor she chooses to pursue. Please let me know if you have any further questions.

Sincerely,

Carrie Jones  
Office Manager  
ACME Travel  
123 Business Rd.

Business City, NY 54321  
555-555-5555

carrie.jones@email.com