**Recommendation Letter -Example, Format, Meaning, Need, and More**

**OR**

**Everything You Need to Know to Write a Letter of Recommendation**

Has your employee ever asked you if you are willing to provide a recommendation letter? If Yes, then you might be wondering how to write a recommendation letter that could help the employee impress the recipient.

A positive recommendation can carry weight in a candidate’s job application. So, it is crucial to write an impressive letter of recommendation in order to support their candidacy and secure a great offer.

In this blog, we will discover what a [recommendation letter](https://ubsapp.com/glossary/letter-of-recommendation/) is, the reasons why you need it, how to write one, format, and examples. Read further to grab the necessary knowledge about the reference letter.

**What is a Recommendation Letter?**

A letter of recommendation also known as a reference letter is written by someone on behalf of the applicant. This is written by a person who can vouch for the applicant’s professional performance. This letter is typically sent to the hiring manager who is considering a candidate for employment.

Letter of Recommendation can help round out an application. These letters offer insights into an applicant’s professional qualifications and qualities like curiosity, integrity, or leadership potential. Typically written by a manager or a co-worker, a Letter of Recommendation, often known as LOR can help a candidate give an edge over their competition.

**Why Do You Need a Recommendation Letter?**

Below are some of the reasons why you might require a reference letter:

When an employer requests a job reference letter, they're searching for some kind of reliable confirmation that you are who you say you are in your application.

When it comes to hiring someone for a job, the fewer chances and risks that businesses take, the better. Not only is it time-intensive to hire someone, but it is also costly to lose one. According to Gallup, the cost of replacing one person ranges from half to two times their annual compensation.

Similarly, if you're going for a scholarship or graduate school, a letter of recommendation can demonstrate your dedication and work ethic as a student, ensuring that the benefactor, school, or institution's investment in you will not be wasted.

Now that you know the need for reference letters, learn how to write an effective one. Let’s get started!!

**How to Write a Job Recommendation Letter?**

Before you start writing a reference letter, make a list of strengths and collect examples of how the candidate excels in his roles and responsibilities to perform his/her job.

**1. Make a List of Strengths**

When you sit down to write the recommendation letter, think what are the qualities that have impressed you about the candidate you are recommending. Come up with atleast three unique qualities that differentiate that candidate from others.

**2. Gather Examples to Support those Strengths**

Then, think of concrete examples of how the person exhibited these traits. Is he, for example, trustworthy? If that's the case, how has he shown it—by having flawless attendance? Or, if she is detail-oriented, did she demonstrate this in her monthly reports, which were consistently error-free?

**3. Start Writing Your Letter**

This step would be significantly easier once you have gathered the strengths of the candidate along with the examples to support those strengths.

There are many **HRMS Softwares in India** that provide easy-to-use HR letters. What you need to do is just download the templates, edit them and they are ready to be provided to the candidate. Next comes the tips for writing an impressive and efficient Reference letter also known as a Reference Letter.

**Tips to Write a Reference Letter**

**1. Gather the Details**

Request the individual you're suggesting to provide examples of the skills, abilities, and experience that will be particularly useful in the job for which they're seeking. If necessary, get a copy of the job description and their résumé so you can double-check that your memory is accurate.

**2. Review Examples**

Before you write your own letter, look through some sample reference letters. Make sure your final product appropriately portrays your colleague's strengths and talents by customizing it.

**3. Proofread and Edit**

Proofread your final output with a trustworthy colleague, giving careful attention to the spelling of company and personal names (of supervisors, coworkers, etc.).

**How to Format a Reference Letter?**

Each organization has different requirements for the recommendation. Make sure to ask the recommender to let you know if there are any specific requirements. In general, a LOR can be divided into the following sections:

- Date

- Name of the Recipient

- Title of the Recipient

- Address of the Recipient

- If possible, address the addressee by name (Dear Ms/Mr).

- Begin the body of your letter with a personal introduction of yourself and your relationship with the applicant.

- What makes the candidate a good fit, according to your recommendation? Give particular examples of abilities or qualities that are appropriate for the position.

- Include a personal narrative or example about what it's like to work with the candidate. Include any workplace or interpersonal abilities you've seen them have.

- Closing: Give a summary of why you think this person is a good fit for you.

- Information about how to contact us: Give the recipient your email address and phone number so they can contact you.

- Signature

Above were the basics of writing a Reference Letter. Now let’s see the template and the example of an impressive LOR.

| **Download Letter of Recommendation Format**  You can download the Letter of Recommendation in the following formats  Live Edit Download Word Download PDF |
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**Letter of Recommendation Format**

| **Recommendation Letter Format**  [Your Name or Company Letterhead]  [Your Address] - [Mobile Number] - [Email Address]  [Date]  [Name of Recipient]  [Designation of the Recipient]  [Recipient’s Company]  [Mailing Address of Recipient]  Salutation [Last Name] / To Whom It May Concern,  It is my pleasure to recommend [Applicant’s Name], his performance working as a [Designation] for [Company’ Name] proved that he will be a valuable addition to any company.  I have known [Applicant’s Name] for [Duration] in my capacity as [Designation] at [Company’s Name]. [Applicant’s Name] worked for me on various projects as a consultant, and based on his work, I would rank him as one of the best consultants we have ever had.  If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me.  Sincerely,  [Your Name]  [Your Title] |
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**Reference Letter Example**

| **Letter of Recommendation**  Niharika Misra - HR Manager - Artoon Solutions  C-301, Diamond World, Varachha Road, Kohinoor Rd, Mini Bazar, Surat, Gujarat 395006 - 7869564532 - abc@gmail.com  December 2, 2020  Ajay Patel  XYZ Solution Pvt. Ltd.  4322, Street 2  Ahmedabad, Gujarat, 380059  Dear HR Manager,  It is my pleasure to recommend Mike Applicant, his performance working as a consultant for Main St. Company proved that he will be a valuable addition to any company.  I have known Mike for two years in my capacity as Assistant Manager at Main St. Company. Mike worked for me on various projects as a consultant, and based on his work, I would rank him as one of the best consultants we have ever had.  If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me.  Sincerely,  Niharika Misra  HR Manager |
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**Conclusion**

Chances are that you’ll be asked for a letter of recommendation by a candidate looking for a new job. This is particularly true when a candidate is planning to leave your organization and requires your support to recommend him/her to his/her new organization.

Above mentioned points will help you write a recommendation letter for your employee. However, if you want to save your time from writing reference letters repeatedly for different employees, we have a solution for you - Ultimate Business Systems - The best [HRMS Software in India](https://ubsapp.com/hrms-software/).

We are the number one organization providing users with the live editing template for various HR-related letters like offer letters, application letters, appraisal letters, relieving letters, and more.

Not only the HRMS Software, but UBS is also the best Payroll Management Software, PMS with an in-built chat feature that you can use to interact with your team members. Book a live [demo](https://meetings.hubspot.com/kishan-bhatt) and onboard your organization soon to leverage the multiple advantages.

**Meta Description -** Recommendation Letter is written by a person for the applicant to recommend him/her to the company who is considering him/her for employment. See the latest format and examples.

**Format 1**

| Address, City, ST, Zip | Phone # | email address  [Today's Date]  [Addressee Name]  [Addressee Title]  [Company Name]  [Company Street Address]  [City, State, Zip]  Dear [Hiring Manager's Name],  It is my pleasure and honor to recommend [Applicant] for the role of [Target Position] at [Target Company]. I have managed [Applicant] for [X years] at [Your Company Name], where he/she demonstrated excellent [relevant skill] to achieve great results in the role of [Position] at Previous Company].  I am confident that [Applicant]'s exceptional [skill], professional experience, and [personal quality] will make him/her a powerful asset at [Target Company],  As [Applicant's Previous Position], [Applicant] demonstrated his/her [2-3 detailed skills or experiences relevant to the target position]. In particular, [example 1 of how the applicant demonstrated such qualities]. Moreover, [Applicant]'s extraordinary [1-2 positive personal qualities/traits relevant to target position] always made them a stand-out member  of the team. During [X event/project/situation/crisis/results/etc:], [Applicant] showcased their superb trait 1] qualities.  Unfortunately, due to [positive or neutral reason why the candidate has left the company] we no longer have the pleasure of working with [Applicant], but they will certainly find success at [Target Company]. [Applicant] has my highest recommendation for this position. I have no doubt that he/she will make a strong addition to your team.  Please feel free to contact me if you have any questions regarding [Applicant]'s candidacy or past work.  Sincerely,  [Your Name] |
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**Format 2**

| Date,  To whom it may concern,  It’s my absolute pleasure to recommend [Applicant’s Name] for the [Job Title] position with [Target Company Name, if known]. [Applicant’s Name] and I worked together at [Previous Company Name], where I was his/her [recommender’s job role] from [working duration].  I thoroughly enjoyed my time working with [Applicant Name] and came to know his/her as a truly valuable asset to our team. She is [mention 2-3 positive qualities]. Beyond that, she is an [extra qualities]. [Applicant’s Name] is inspired by challenges and never intimidated by them.  His/Her knowledge of [mention the expertise and target achievements]. I know that [Name] was a huge piece of our success. Along with his/her undeniable talent, [Name] has always been an absolute joy to work with. She is a true team player, and always fosters positive discussions and brings the best out of other employees.  Without a doubt, I confidently recommend [Name] to join your team at [Target Company’s Name]. As a dedicated and knowledgeable employee and an all-around great person, I know that she will be a beneficial addition to your organization.  Please feel free to contact me at [phone number] if you want to discuss [Applicant’s Name]’s qualifications and experience further. I’d be happy to expand on my recommendation.  Best wishes,  Your Name  Designation  [Company name] |
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**Format 3**

| Subject: Recommendation - [Applicant name]  [Your name]  [Your job title]  [Your company]  [Your professional address]  [Date]  [Salutation]  It is my pleasure to endorse [applicant's name] for [opportunity] in [organization]. [Details about your connection and experience with the candidate].  [Information about the applicant's skills, qualifications, and experience]. [Endorsement for candidate's ability to excel in the specific opportunity].  If you need more information or specific examples, please do not hesitate to contact me at [your phone number and/or email address]  Sincerely,  [Your position] |
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