

By Supervisor

# RECOMMENDATION LETTER

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 managed [Applicant] for [X years] at [Your Company Name], where they demonstrated excellent [relevant skills] 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 her a powerful asset at [Target Company].

As [Applicant's Previous Position], [Applicant] demonstrated her [2-3 detailed skills or experiences relevant to target position]. In particular, [example 1 of how applicant demonstrated such qualities]. Moreover, [example 2].

[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/etc.], [Applicant] showcased their superb [trait 1] qualities to [achieve positive result].

[Optional Section (don't include if reason for departure could be seen negatively)]:

Unfortunately, due to [positive or neutral reason why 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 they 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 Signature]

[Your Name]

Download This Template Example

Here's a coworker recommendation letter template that you can use to get started writing:

By Coworker

# RECOMMENDATION LETTER

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],

I am more than pleased to have the opportunity to recommend [Applicant] for the role of [Target Position] at [Target Company]. I was honored to work alongside [Applicant] for [X years] at [Your Company Name]. [Applicant] was always an outstanding member of our team, and I have always been impressed by their professionalism and admirable personal qualities.

As [Previous Position], [Applicant] demonstrated their [2-3 detailed skills, experiences, or traits relevant to target position]. In particular, [example 1 of how applicant demonstrated such qualities]. Moreover, [example 2].

In addition to [Applicant]'s impressive portfolio of professional accomplishments, they are the most [personal quality] colleague I have ever had the joy of working with. [Applicant] is a [1-2 positive personality traits] who [example of applicant demonstrating those traits].

[Optional Section (don't include if reason for departure could be seen negatively)]:

Unfortunately, due to [positive or neutral reason why candidate has left the company] I will no longer have the pleasure of working with [Applicant]. Having witnessed their long track-record of success and admirable character, I assure you that they will more than excel in the role as [Target Position]. The words "our loss is your gain" have never been more true.

I wholeheartedly recommend [Applicant] for this position. I am confident they'll become an invaluable addition to your team. Please feel free to contact me if you have any questions regarding [Applicant]'s character or past work.

Sincerely,

[Your Signature]

First, here's a character reference letter template to use as a guideline when you're writing one for a friend:

By Friend

# RECOMMENDATION LETTER

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],

I couldn't be happier to recommend [Applicant] for [Position] at [Target Company]. I have known [Applicant] for [X years] and can confidently say that they are a person of impeccable character.

[Applicant]'s incredible [2-3 skills/abilities relevant to target job] have always impressed me. I remember one instance in particular when [X event/project/situation/crisis/etc.], [Applicant] utilized their exceptional [specific skill or ability] to [achieve standout positive result].

More importantly, everyone who interacts with [Applicant] is always blown away by her [2-3 positive personality traits] nature. Whenever [X event/project/situation/crisis/etc.], [Applicant] always [performs X action to demonstrate personal traits].

It is truly a privilege and an honor to be considered [Applicant]'s friend and I wholeheartedly recommend them for this position. I assure you that [Applicant]'s commitment to their professional career, as well as their [positive personal quality or skill] are without question. I have no doubt they will make a strong addition to your team. Please feel free to contact me if you have any questions.

Sincerely,

[Your Signature]

[Your Name]