

SAMPLE LETTER OF RECOMMENDATION FROM WORK

Typed on business letterhead

I would like to recommend NAME OF CLIENT as a very responsible and good person. I have been working with NAME OF CLIENT since DATE. In his position as JOB TITLE, NAME OF CLIENT has done an excellent job and is well respected, hard working and well liked. NAME is an asset to our company.

NAME is always willing to offer assistance to other colleagues. NAME OF CLIENT is quick to volunteer to take on tough assignments. Not only do his other coworkers like NAME OF CLIENT, but they realize how much NAME OF CLIENT cares about them and his job. NAME OF CLIENT gives all the support to his coworkers when they need it.

It would be a tremendous loss for our company if NAME OF CLIENT were absent from his position. I highly recommend NAME OF CLIENT for your consideration.

Sincerely,

name of writer

title of writer

business address

business telephone number