Date:

[Name]

[Title]

[Organization]

[Address]

[City, State, Zip Code]

Dear Mr./Mrs.

It is my pleasure to recommend [Name], he has worked with me at [Company] for [length of time] as a [Title]. I am impressed with [Name] 's enthusiasm, communication skills and professional demeanor.

[Name] has demonstrated the ability to articulate information and ideas in both the verbal and written forms. He is a quick learner. He is reliable, dedicated and eternally upbeat. His ability to calm angry or frustrated customers is unparalleled. Organized and diligent, he quickly learned technology systems and software that were unfamiliar to him.

In addition, [Name] is a team player and has demonstrated time and time again a willingness to go above and beyond. He is a hard-working, dependable, knowledgeable individual and I consider him to be a true asset to myself, the team and the company overall.

I volunteered to write this recommendation for [Name] because I am very grateful for his contributions to our office and am very confident that he has the intelligence, work ethic, and determination to succeed.

Please don’t hesitate to contact me at [your contact information here] should you have any questions or would like to discuss [Name]’s qualifications and skills in greater detail. I would be more than happy to expand further on my endorsement.

Sincerely,

Carla Pederson

Field Service Manager (former Call Center Manager)

JRW Inc.

(555) 555-5555