Date:

[Name]

[Title]

[Organization]

[Address]

[City, State, Zip Code]

Dear Mr./Mrs.

It is my pleasure to recommend [Name] as a [position], [Name] 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.

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

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

I volunteered to write this recommendation for Michele because I am very grateful for his contributions to our office and very confident that he has the intelligence, work ethic, and communications skills.

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