

LETTER OF RECOMMENDATION

RECIPIENT

Dear _____,

With great pleasure, I, as one of the teammates of _____ for _____, hereby write this letter of recommendation for _____ . He has been working in our organization which is _____ for _____ years as a _____.

It is without reservation that _____ is a dedicated team mate, disciplined and very hardworking, multitasking and very easy to work with. His passion for work grew consistently throughout the time we worked together, and his tireless work ethic helped us grow our work ethic in parallel with _____'s. These are only the beginning of the reasons why I believe that _____ is a perfect fit for the _____ position.

_____ is directly involved and responsible for _____ in our Company and it is a known fact that his reputation and commitment to the work he is doing helped our company reach out to large clients and _____ is the most obvious example of the magnificent work he successfully accomplished in the Company.

As a colleague, _____ is incredibly helpful, generous with his time and his expertise which includes _____ and _____. Beyond that, _____ is a humorous and good natured person who helps us smile and make the tough deadlines easier for us to handle.

It is without hesitation that I highly recommend _____ for the _____ position in your organization, and truly believe that he will be the right choice for this position. Feel free to contact me by phone or email if you have further questions.

Thanks and best regards,