

Writing a recommendation letter for an employee is a significant responsibility as an employer. It can impact the employee's future career opportunities and growth. A well-written recommendation letter should highlight the employee's skills, achievements, and contributions to your organization. Here are four templates for writing a recommendation letter for an employee from an employer, each suited to different scenarios.

## Recommendation Letter Template 1: General Employment

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip]

Dear [Recipient's Name],

I am writing to recommend [Employee's Name] for [position or opportunity they are seeking]. During [his/her/their] tenure at [Your Company], [Employee's Name] consistently demonstrated exceptional skills, professionalism, and dedication to [his/her/their] work.

[Employee's Name] was responsible for [mention key responsibilities], where [he/she/they] showcased [his/her/their] [mention specific skills or qualities, e.g., excellent communication skills, leadership abilities, etc.].

One notable achievement was [describe a specific accomplishment of the employee and its impact on your company].

[His/Her/Their] ability to work collaboratively, while also taking initiative, makes [him/her/them] an invaluable member of any team. [He/She/They] consistently goes above and beyond, showing a deep commitment to [specific qualities, e.g., quality, customer service, team collaboration].

I have no doubt that [Employee's Name] will be an asset to your organization and will continue to excel in [his/her/their] career. Please feel free to contact me if you need further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]

## Example for Template 1

John Doe  
Human Resources Manager  
ABC Corporation  
123 Business Rd.  
Business City, NY 54321  
March 10, 2024

Jane Smith  
Hiring Manager  
XYZ Enterprises  
456 Industry Blvd.  
Industry City, CA 67890

Dear Ms. Smith,

I am writing to recommend Emily Johnson for the position of Marketing Manager at XYZ Enterprises. During her tenure at ABC

Corporation, Emily consistently demonstrated exceptional marketing skills, professionalism, and dedication to her work.

Emily was responsible for leading our marketing team, where she showcased her excellent strategic planning and leadership abilities. One notable achievement was her development of a digital marketing campaign that increased our web traffic by 40% and significantly boosted our online sales.

Her ability to work collaboratively, while also taking initiative, makes her an invaluable member of any team. She consistently goes above and beyond, showing a deep commitment to innovation and customer engagement.

I have no doubt that Emily will be an asset to your organization and will continue to excel in her career. Please feel free to contact me if you need further information.

Sincerely,

John Doe

## **Recommendation Letter Template 2: For a Promotion**

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip]  
[Date]

Dear [Recipient's Name],

I am delighted to recommend [Employee's Name] for the position of [desired promotion position]. As [his/her/their] supervisor for [number of years/months] at [Your Company], I have closely observed [his/her/their] professional growth and can attest to

[his/her/their] readiness for this new role.

Throughout [his/her/their] time in [current position], [Employee's Name] has demonstrated key skills and attributes necessary for [mention the higher role, e.g., a managerial position], such as [list specific skills or attributes, e.g., leadership, strategic thinking, problem-solving]. An example of [his/her/their] capability was when [describe a situation where the employee displayed these skills].

[Employee's Name]'s dedication to [mention relevant aspects, such as team goals, company objectives] and [his/her/their] ability to [mention specific abilities, e.g., lead, innovate, manage complex projects] make [him/her/them] ideally suited for [the higher role]. [He/She/They] is not only a talented [current role] but also a natural leader who is ready to take on more responsibilities.

I strongly endorse [Employee's Name] for this promotion and am confident that [he/she/they] will excel in [the new role]. [He/She/They] will undoubtedly contribute significantly to the continued success of [mention the department or team].

Please feel free to reach out if you require further insights into [Employee's Name]'s abilities and potential.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

## Example for Template 2

Lisa Thompson  
Director of Sales  
ABC Corporation  
123 Business Rd.  
Business City, NY 54321  
April 15, 2024

Dear Hiring Committee,

I am delighted to recommend Michael Brown for the position of Sales Director at ABC Corporation. As his supervisor for three years, I have closely observed his professional growth and can attest to his readiness for this new role.

Throughout his time as a Senior Sales Associate, Michael has demonstrated key skills and attributes necessary for a managerial position, such as leadership, strategic thinking, and problem-solving. An example of his capability was when he successfully led a project to expand into new regional markets, resulting in a 30% increase in sales.

Michael's dedication to our team goals and his ability to innovate and manage complex projects make him ideally suited for the Sales Director role. He is not only a talented salesperson but also a natural leader who is ready to take on more responsibilities.

I strongly endorse Michael for this promotion and am confident that he will excel in this new role. He will undoubtedly contribute significantly to the continued success of our sales department.

Please feel free to reach out if you require further insights into Michael's abilities and potential.

Sincerely,

Lisa Thompson

## **Recommendation Letter Template 3: For a Specific Role in Another Company**

[Your Name]

[Your Position]

[Company Name]

[Company Address]  
[City, State, Zip]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Employee's Name] for the position of [position they are applying for] at [Recipient's Company]. Having worked with [Employee's Name] for [number of years/months] at [Your Company], I have witnessed [his/her/their] exceptional skills and contributions first-hand.

In [his/her/their] role as [employee's current position], [Employee's Name] demonstrated outstanding [mention specific skills or achievements relevant to the new role]. For instance, [describe a specific situation or project that showcases these skills].

[His/Her/Their] expertise in [mention specific areas] along with [his/her/their] ability to [mention relevant skills, e.g., communicate effectively, lead teams, innovate] make [him/her/them] an ideal candidate for [position at the new company]. [Employee's Name] is not only a skilled [employee's profession] but also a [mention personal qualities, e.g., dedicated, reliable, creative] individual.

I am confident that [Employee's Name] will be a valuable addition to your team at [Recipient's Company] and will excel in the [new role]. [He/She/They] has my highest recommendation.

If you need any more information or insights, please feel free to contact me.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

## Example for Template 3

Robert Clark  
Chief Technology Officer  
Innovatech Solutions  
789 Tech Park Rd.  
Silicon Valley, CA 95014  
June 20, 2024

Helen Kim  
Recruitment Manager  
FutureTech Inc.  
456 Innovation Dr.  
Silicon Valley, CA 95054

Dear Ms. Kim,

I am writing to wholeheartedly recommend Daniel Lee for the position of Lead Software Engineer at FutureTech Inc. Having worked with Daniel for over four years at Innovatech Solutions, I have witnessed his exceptional skills and contributions first-hand.

In his role as a Senior Software Developer, Daniel demonstrated outstanding problem-solving abilities and technical expertise. For instance, he was the lead developer on our flagship product's latest version, which has been lauded for its innovation and user-friendliness.

His expertise in software development along with his ability to communicate effectively and lead teams make him an ideal candidate for the Lead Software Engineer position. Daniel is not only a skilled developer but also a dedicated, reliable, and creative individual.

I am confident that Daniel will be a valuable addition to your team at FutureTech Inc. and will excel in the Lead Software Engineer role. He has my highest recommendation.

If you need any more information or insights, please feel free to contact me.

Best regards,

Robert Clark

## Recommendation Letter Template 4: For Graduate School Admission

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip]  
[Date]

[Admissions Office]  
[Graduate School Name]  
[University Address]  
[City, State, Zip]

Dear Admissions Committee,

I am writing to recommend [Employee's Name] for admission to your graduate program in [specific field or program]. As [Employee's Name]'s employer at [Your Company] for the past [number of years/months], I have been consistently impressed with [his/her/their] dedication, intelligence, and passion for [specific field or industry].

In [his/her/their] role as [employee's current position], [Employee's Name] displayed a high level of competence and a deep understanding of [relevant field or skills].

[He/She/They] has been instrumental in [mention a significant contribution or project], showcasing [his/her/their] ability to [mention relevant skills, e.g., conduct research, solve complex problems].

[Employee's Name]'s pursuit of further education in [specific field] is a testament to [his/her/their] commitment to continual learning and professional development. [He/She/They] possesses the intellectual curiosity and work ethic that will make [him/her/them] a valuable asset to your program.

I am confident that [Employee's Name] will thrive in your graduate program and contribute meaningfully to your academic community. [He/She/They] has my highest recommendation for admission.

Should you require any additional information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

## Example for Template 4

Sarah Williams  
Research Director  
GenTech Labs  
123 Science Rd.  
Tech City, MA 02139  
July 5, 2024

Admissions Office  
Biotechnology Graduate Program  
Tech University  
456 University Blvd.  
Tech City, MA 02140

Dear Admissions Committee,

I am writing to recommend Alex Thompson for admission to your graduate program in Biotechnology. As Alex's employer at GenTech Labs for the past two years, I have been consistently impressed with his dedication, intelligence, and passion for biotechnological research.

In his role as a Research Assistant, Alex displayed a high level of competence and a deep understanding of molecular biology techniques. He has been instrumental in our project on gene editing, showcasing his ability to conduct thorough research and solve complex scientific problems.

Alex's pursuit of further education in Biotechnology is a testament to his commitment to continual learning and professional development. He possesses the intellectual curiosity and work ethic that will make him a valuable asset to your program.

I am confident that Alex will thrive in your graduate program and contribute meaningfully to your academic community. He has my highest recommendation for admission.

Should you require any additional information, please do not hesitate to contact me.

Sincerely,

Sarah Williams

## **Purpose of a Recommendation Letter for an Employee**

The purpose of a recommendation letter for an employee is to provide a formal endorsement of the employee's skills, achievements, and suitability for a new role, opportunity, or academic program. It serves to give an objective perspective on the employee's capabilities and potential, based on the

employer's direct experience with them.

## Key Elements of a Recommendation Letter for an Employee

- **Introduction of the Employee:** Clearly state who you are recommending and your relationship to them.
- **Specific Examples and Achievements:** Provide specific examples of the employee's skills and achievements.
- **Skills and Qualities:** Highlight the employee's key skills and personal qualities relevant to the opportunity.
- **Endorsement:** Explicitly state your endorsement of the employee for the opportunity they are seeking.

## Tips for Writing a Recommendation Letter for an Employee

1. **Be Specific:** Use specific examples to illustrate the employee's skills and accomplishments.
2. **Customize the Letter:** Tailor the letter to the specific role, opportunity, or program the employee is applying for.
3. **Be Honest and Positive:** Provide an honest assessment but focus on the employee's strengths and positive qualities.
4. **Professional Format:** Use a professional format and tone throughout the letter.
5. **Contact Information:** Include your contact information for follow-up questions.