

General Letter of Recommendation Sample

To,

Name,

Address,

Date

Dear ----- [Name and title of the recipient],

I am a [position], in [name of the company]. I have been working with [name of the applicant] since [years]. It is my pleasure to recommend him/her for the position of [job title] in your company, [name of the company].

[Name of the applicant] and I have a very good relationship here at our organisation. I have come to know him/her as an invaluable asset to our company, and it would be any team's honour to get to work with her. She/he is kind, organised, reliable, confident and punctual. He/she has all the qualities an organisation looks for in a good employee.

His/her skill set and expertise in the [specific subject] is a boon for the entire office. He/she is a true team player. He/she has always managed to take the entire team forward with an infectious positive attitude. Very few people have the energy to make peers passionate about their job. It will be very hard for us to let her go. It is an unfortunate personal circumstance because of which she/he has to leave us.

[Name of the applicant]'s knowledge and experience will be beneficial to your company without doubt. If you want to know anything else about him/her, you can contact me on [phone number] or email me at [email ID].

Sincerely,

Name