

Neutral Letter of Recommendation Sample

To,

Name,

Address,

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

It is my pleasure to write this letter of recommendation for [name of applicant] for the position of [position] in [name of the company]. I work as a [your position] in [name of your company]. I believe that [name of applicant]'s experience and knowledge will be a strength for any company.

[Name of the applicant] was hired in [year] as a [job title]. As the years went by he progressed to [position] in a short span of [years]. In our organisation, his duties involve doing [list of duties of the applicant]. It has been observed that over the years, [name of the applicant] has fulfilled all the roles and responsibilities satisfactorily.

Not only has he met all the requirements of his job with us but has also been able to develop a successful employee recognition. He has been a popular team member among all his peers. He is an organised, punctual, friendly, and a go-getter which helps him adapt to any circumstances in an organisation.

To conclude I would like to say that I have been a very happy [position] to [name of the applicant]. His communication abilities and interpersonal skills will make success in any organisation he works in. If you have any further questions about [name of applicant]'s performance, you can directly contact me on [phone number] or [email id].

Sincerely,

Name