Dear [Manager’s name],

I am pleased to provide a recommendation letter for [Name], who is applying for the role of [position] at [Name of organization].

[Name] was employed in the role of [former job title] at [Name of your organization] for a period of [length of tenure], under my direct supervision as [your job title].

During her time at our company, [Name] demonstrated excellent people skills, leadership abilities, creative thinking and attention to detail. Her exceptional ideas and work ethic resulted in helping us secure seven new clients and a 125 percent increase in sales.

On customer surveys, she consistently received 95 percent or higher positive feedback. Some of the comments include, “She is an absolute pleasure to work with” and “I’m very impressed by her extensive product knowledge.”

[Name] was a joy to supervise. She was a team player who worked well with everyone, from summer interns to our senior executives. In addition to her stellar verbal and written communication skills, she is an active listener who accepts feedback well.

I believe [Name] would be an asset to any organization, and I can recommend her to your company without hesitation.

Sincerely,

[Your name]

[Your job title]

[Your company's name]

[Your contact information]