Employee Recommendation Letter

Issued and signed by the referee. The employee receives a copy.

ORGANISATION | REF. NO. | DATE

ADDRESS

To whom it may concern

Subject: Letter of recommendation

EMPLOYEE NAME | ROLE HELD

WORKED WITH THEM FROM | UNTIL | MY RELATIONSHIP

KEY STRENGTHS AND ACHIEVEMENTS

It is my pleasure to recommend the person named above. In the time we worked together, they consistently delivered quality work, took ownership, and worked well with colleagues and clients. The achievements above are typical of their contribution.

I recommend them without reservation. I am happy to answer questions at the contact details on this letter.

SIGNATORY NAME | DESIGNATION

Referee

SIGNATURE

PRINTED NAME | DATE