

# 3 Easy to Use Recommendation Letter Templates

Reference Tutorial: [How to Write an Excellent Letter of Recommendation \(+Templates\)](#)

By: Charley Mendoza

## Template 1

Date

Recipient's Name

Job Title

Office or business address

Dear Mr./Ms. \_\_\_\_\_,

As the Your Job Title for Company Name, Candidate Name has worked with me for the last Number of Years years as a Candidate Job Title.

He was responsible for Skill 1 and working with Soft Skill 1 and Soft Skill 2. He/She is skilled in using Technical Skill or Application Used 1 and Technical Skill or Application Used 2 to create Result, and I'm impressed by how his skills have evolved over the years we worked together.

Candidate Name will be an asset to any team he/she joins, and I give him/her my wholehearted recommendation. Please call or email me if you would like to discuss his qualifications further.

Sincerely,

Your Name

Your office email

Business phone number

## Here's an Example Based on the Template Above

Carl Smith  
Managing Director  
675 Topeka Ln, Morganville, NJ

Dear Mr. Smith,

As the Art Director for Taurus Media, Timothy has worked with me for the last two years as a Graphic Artist.

He was responsible for creating print layouts based on client briefs, and working with our accounts department to ensure all projects are organized and delivered on time. Timothy is skilled in using Lightroom and Illustrator to create logos and sketches, and I'm impressed by how his skills have evolved over the years we worked together.

Timothy will be an asset to any creative team he joins, and I give him my wholehearted recommendation. Please call or email me if you would like to discuss his qualifications further.

Sincerely,  
Arrian Hull  
[A.Hull@TaurusMedia.com](mailto:A.Hull@TaurusMedia.com)  
201-456-9890

## Template 2

Date

Recipient's Name

Job Title

Office or business address

Dear Mr./Ms. \_\_\_\_\_,

I am writing this letter to recommend Candidate's Name as a candidate for the position of Candidate Job Title in your company. Candidate Name worked as a Candidate Previous Position under my supervision from Start of Employment Date to End of Employment Date.

He/she did an excellent job in Task 1 and was an asset to our team because of his/her Soft Skills 1. Candidate Name was also responsible for Task 2. He/she was always willing to help her colleagues and as a result, has become an invaluable part of our team.

I would happily re-employer Candidate Name as I consider him/her an excellent Candidate Previous Position. For this reason, I'm happy to serve as his/her reference and speak to you about her work ethic and expertise in Skill. Please don't hesitate to contact me if you need further information.

Sincerely,  
Your Name

Your office email

Business phone number

## Template for Laid Off Employees

Date

Recipient's Name

Job Title

Office or business address

Dear Mr./Ms. \_\_\_\_\_,

Candidate Name's recent job loss wasn't because of his/her performance as a Candidate Previous Position. We had no choice but to lay off X% of our workforce because of previous of the previous economic downturn. As a result, we had to lay off our team of Candidate Previous Position and Candidate Name was included in this downsizing, among many others with the same position. He/she is eligible for rehire when we recover from this ordeal.

I give Candidate Name my recommendation. He/she is a skilled Candidate Previous Position with amazing Skill 1 and Skill 2. Candidate Name works well with little supervision or as part of a team because of his Soft Skills 1 and Soft Skills 2.

If you have any questions about Candidate Name, please feel free to contact me.

Sincerely,

Your Name

Your office email

Business phone number

## Example Based on the Template for Laid Off Employees

October 30, 2017

Marissa Real  
Operations Manager  
Sitel

Dear Ms. Real,

Michael's recent job loss wasn't because of his/her performance as a Data Scientist. We had no choice but to lay off 20% of our workforce because of previous of the previous economic downturn. We had to lay off our team of Data Analysts and Data Scientists and Michael was included in this downsizing, among many others with the same position. He is eligible for rehire when we recover from this ordeal.

I give Michael my recommendation. He is a skilled Data Scientist with amazing database design skills and knowledge in statistical analysis and methods. Brian works well with little supervision or as part of a team because of his organizational skills and ability to collaborate with others.

If you have any questions about Michael, please feel free to contact me.

Sincerely,  
Chuck Pierre  
C.pierre@gmail.com  
321-987-2569