



Date:/...../.....

RECOMMENDATION LETTER

On the behalf of (**Company name**), we would like to thank Mr. / Ms. (**Employee name**) for his / her significant and worthwhile contribution as a (**Position title**) from (**Hiring date**) to (**Resignation date**).

(**Employee name**) interpersonal skills, technical knowledge, hands on experience and his / her diligent work ethic made him / her one of our outstanding employees.

(**Additional statement for managerial positions**) He / She had contributed successfully to the organization's growth as he was able to help people achieve spectacular results.

We recommend him / her for employment without reservation

Sincerely,

Signature

Stamp

