

Formal recommendation for employee seeking new opportunities

Subject: Strong Recommendation for Jennifer Hayes

Dear Hiring Manager,

I am writing to provide my highest recommendation for Jennifer Hayes, who worked as Senior Analyst in my department for three years. Jennifer has applied for the Project Manager position at your organization, and I believe she would be an outstanding addition to your team.

During her tenure with us, Jennifer consistently demonstrated exceptional analytical skills, leadership potential, and unwavering dedication. She successfully managed multiple high-stakes projects simultaneously, always meeting deadlines while maintaining meticulous attention to detail.

Jennifer's ability to communicate complex data insights to both technical and non-technical stakeholders is remarkable. She led the implementation of our new data visualization system, resulting in 30% improved decision-making efficiency across departments. Her collaborative approach and natural leadership qualities made her a mentor to junior staff members.

Beyond her technical competencies, Jennifer possesses the integrity, work ethic, and positive attitude that make her an ideal team member. Her problem-solving abilities and proactive mindset would be valuable assets to any organization.

I recommend Jennifer without reservation. Please contact me at (555) 987-6543 if you require additional information about her qualifications.

Sincerely,

David Rodriguez

Director of Analytics

DataTech Corporation

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