

Formal recommendation for job applicant

Subject: Reference Letter for [Applicant Name]

Dear [Recipient Name],

I am writing to recommend [Applicant Name] for the position of [Position Title]. I have known [Applicant Name] for [X years] in my capacity as [Your Position] at [Company/Organization], and during this time, I have been consistently impressed by their professionalism, work ethic, and skills. [Applicant Name] has demonstrated exceptional abilities in [Key Skills], and consistently contributed to team success with creativity and dedication. I am confident that they will excel in any role and bring significant value to your organization.

Please feel free to contact me for further details regarding [Applicant Name]'s qualifications.

Sincerely,

[Your Name]

[Title/Position]

[Company/Organization]

[Contact Information]

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