

Letter of Recommendation (Written by Coworker)

Address, City, ST, Zip | Phone # | email address

[Today's Date]

[Addressee Name]

[Addressee Title]

[Company Name]

[Company Street Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am more than pleased to have the opportunity to recommend [Name of Applicant] for the role of [Target Position] at [Target Company]. I was honored to work alongside [Applicant] for [X years] at [Your Company Name]. [Applicant] was always an outstanding member of our team, and I have always been impressed by his professionalism and admirable personal qualities.

As [Previous Position], [Applicant] demonstrated his [2-3 DETAILED skills, experiences, or traits relevant to target position]. In particular, [example 1 proving aforementioned qualities]. Moreover, [example 2].

In addition to [Applicant's] impressive portfolio of professional accomplishments, he has one of the best personalities I have ever had the joy of working with. He is a [2-3 positive personality traits] who [example demonstrating those traits].

[Optional Section(don't include if reason for departure could be seen negatively)]: Unfortunately, due to [positive or neutral reason why candidate has left the company] I will no longer have the pleasure of working with [Applicant]. Having witnessed his long track-record of success and admirable character, I assure you that he will more than excel in the role. The words "our loss is your gain" have never been more true.

I wholeheartedly recommend [Applicant] for this position. I am confident he will become an invaluable addition to your team. Please feel free to contact me if you have any questions regarding his character or past work.

Sincerely,

[Your Signature]

[Your Name]

Letter Of Recommendation For A Coworker

David Kirk



Letter Of Recommendation For A Coworker:

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