

Company Logo

DATE

RE: Letter of Recommendation

To Whom it May Concern,

Please accept this letter as confirmation of [FIRST LAST NAME]'s employment with [COMPANY NAME] (the "Company").

[FIRST NAME] was employed at [OFFICE LOCATION (if multiple locations)] in [CITY, PROVINCE] from [HIRE DATE] to [END DATE].

[FIRST NAME] started with the Company as [POSITION TITLE] in [MONTH YEAR or HIRE DATE].

*List other positions held during the employee's tenure with the Company. If long-term employee: Begin with FIRST NAME has had a successful career with the Company. During [FIRST NAME]'s employment with the Company, s/he proved him/herself to be a dedicated professional.*

*Include a few sentences here highlighting job duties, any achievements, positive points.*

I would not hesitate to recommend [FIRST NAME] for an opportunity that could draw on his/her past experience and areas of expertise. S/he brings a wealth of experience to any new employer.

Should you have any questions regarding [FIRST NAME]'s experience and contributions, please do not hesitate to contact me directly.

Sincerely,

FIRST LAST NAME

Position title of Department or Division Head

[e-mail address](#) or other contact details