

## Template to write a recommendation letter

Dear Mr./Mrs.. .....,

It's my absolute pleasure to recommend ..... for [.....position] with [.....Company].

Mr./Ms. [Name] spent an internship period within my company for [.....length of time].

I thoroughly enjoyed my time working with [.....Name], and came to know [...him/her] as a truly valuable asset to absolutely any team. [...He/she] is honest, dependable, and incredibly hard-working. Beyond that, [...he/she] is an impressive [*indicate a particular soft skill*] who is always [result].

[...His/her] knowledge of [*indicate a subject*] and expertise in [*indicate a specific subject*] was a huge advantage to our entire office. [...He/she] put this skillset to work in order to [*indicate a specific achievement*].

Along with [...his/her] talent, [.....Name] has always been an absolute joy to work with. [...He/she] is a true team player, and always manages to foster positive discussions and bring the best out of other employees.

Without a doubt, I confidently recommend [.....Name] to join your team at [.....Company]. As a dedicated and knowledgeable employee and an all-around great person, I know that [...he/she] will be a beneficial addition to your organization.

Please feel free to contact me at [.....your contact information] should you like to discuss [.....Name]'s qualifications and experience further. I'd be happy to expand on my recommendation.

Best wishes,  
[.....Your Name]