
Personal Recommendation Letters For Employment

[Your Full Name]

[Your Job Title] (if relevant)

[Your Address]

[Your Contact Information]

[Date]

[Recipient's Full Name]

[Recipient's Job Title or "To Whom It May Concern," if the recipient is unknown]

[Recipient's Company/Organization Name]

[Recipient's Address]

Dear [Recipient's Name or "To Whom It May Concern"],

I am delighted to write this letter of recommendation for [Candidate's Full Name], whom I have known for [number of years] as [describe your relationship, e.g., friend, neighbor, community member]. It is a pleasure to be able to speak to [his/her/their] character and qualifications from a personal standpoint.

Throughout the time I have known [Candidate's First Name], [he/she/they] has consistently displayed qualities that are invaluable in both personal and professional settings. [He/She/They] is dedicated, reliable, and driven, showing a level of integrity that earns [him/her/them] respect among everyone [he/she/they] encounters.

An example of [Candidate's First Name]'s exceptional character can be seen in [describe a specific situation]. In this instance, [he/she/they] demonstrated [specific skills or qualities, e.g., problem-solving ability, leadership, empathy], which not only resolved the situation but also brought the community closer together.

[Candidate's First Name] is also known for [his/her/their] [another quality or skill], which is evident through [his/her/their] work as [mention any relevant voluntary roles, initiatives, or jobs if applicable]. [His/Her/Their] ability to [describe an ability or achievement] is something that stands out and makes [him/her/them] an excellent candidate for the position at [Recipient's Company Name].

I am confident that [Candidate's Full Name] will bring the same enthusiasm, hard work, and dedication to your organization that [he/she/they] has shown in [his/her/their] personal life. I wholeheartedly recommend [him/her/them] for the position of [Position They are Applying For] and believe [he/she/they] will be a valuable asset to your team.

Should you require any further information or wish to discuss [Candidate's First Name]'s personal qualities further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if relevant]