

Recommendation Letters For Employment From Co-worker

[Your Full Name]

[Your Job Title]

[Your Department]

[Your Company/Organization Name]

[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 writing to wholeheartedly recommend my colleague, [Candidate's Full Name], for the position of [Position They are Applying For] at [Recipient's Company/Organization Name]. Having worked alongside [Candidate's First Name] for [number of years/months] at [Your Company/Organization Name], I have had the opportunity to witness first-hand [his/her/their] professional dedication and capabilities.

[Candidate's First Name] has consistently demonstrated exceptional skills in [mention relevant skills or areas, e.g., problem-solving, project management, etc.] and has contributed significantly to our team's success. For instance, [describe a specific instance or project where the candidate excelled]. This project not only underscored [Candidate's First Name]'s technical proficiency but also highlighted [his/her/their] leadership and teamwork skills, driving our team towards achieving our goals effectively.

Moreover, [Candidate's First Name] brings a level of enthusiasm and motivation that is contagious, often inspiring our team to rise above challenges and deliver results.

[His/Her/Their] ability to connect with others and foster collaborative relationships is truly commendable and has proven invaluable in our daily operations.

I am confident that [Candidate's First Name] will be an excellent fit for your team and will bring the same energy and proficiency to [Recipient's Company Name] as [he/she/they] has shown in our company. [He/She/They] is a person of high integrity and dedication, and I am excited to see the contributions [he/she/they] will bring to your organization.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or specifics regarding [Candidate's First Name]'s qualifications and past contributions.

Thank you for considering my recommendation.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Department]

[Your Company/Organization Name]