**LETTER OF RECOMMENDATION**

**FOR COWORKER**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of sender]

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [title, company]

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [street address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [city, state, zip]

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of recipient]

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [street address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [city, state, zip]

**Re: Letter of Recommendation – [coworker’s name]**

To Whom It May Concern:

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [sender’s name], and I’m pleased to write this letter to recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [coworker’s name] for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [position] in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [company].

I have been working as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [your position] in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [your company], and \_\_\_\_\_\_\_\_\_\_\_\_ [coworker’s name] has been my colleague for \_\_\_\_\_\_\_ years. We have developed plenty of outstanding projects together. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [coworker’s name] has proven themselves as a fantastic colleague with significant experience and all the required skills. They always adhere to the assigned deadlines and help others, going above and beyond what is expected. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [coworker’s name] is dedicated to the work, and, honestly, we cannot imagine our team without them.

Throughout all these years working as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ coworker’s position], \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [coworker’s name] has proven themselves as not only a professional who has more than enough expertise but also as an intelligent and charming person. They are a friendly individual who is willing to communicate and resolve any issue openly. It is always a pleasure to work and interact with them. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [coworker’s name] has never had any conflicts that I know about. All this time, I’ve observed them becoming a talented leader full of respect for their team and all the clients we have worked with.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[add personal statement]

I believe that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [coworker’s name] is a perfect candidate for this position. Their expertise and skills will enable them to quickly dive into the working process and impress you with the results.

I appreciate the opportunity to speak on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [coworker’s name]. If you have any questions, feel free to ask them whenever you need to. Please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [sender’s phone number] or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [sender’s email].

 Sincerely,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [sender’s name]

 [sender’s title], [sender’s company]