Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name of Addressee

Company

Address

City, State, Zip Code

Dear [Name of Addressee];

**Paragraph 1:** Indicate reason for writing and state why you are in the position to recommend an employee

**Example:** I am writing this recommendation letter in behalf of my employee, Joe Cruz. As Joe’s direct manager at XYZ Corporation, I have worked closely with him for three years, during such time, I observed him to be a hard worker who worked well with our colleagues, while keeping up his position as one of the company’s top employees.

**Paragraph 2:** Talk about employee’s positive attributes as a person, and state why he is applying for a different job.

**Example:** On a personal level, Joe has shown that he is a hard worker with integrity and charisma, which serves him well in the field as a sales professional. However, due to changes in his family dynamic, Joe finds the need to seek employment out west, and we at XYZ Corporation will be sad to see such an exemplary employee go. Our loss will truly be your gain.

**Paragraph 3:** Include employee’s strength on a professional level.

**Example:** Allow me to point some reasons as to why I hold him in high regard: First, he has been a great team player in the company. He is consistently exceeding his quota and he has a deep understanding of market trends. He also has instincts for identifying solid leads, which is an advantage that very few people have. Second, Joe has a strong grasp of technology. Not only did he learn and understand our software, he was capable of explaining technical information to customers in a way that they get better grasp of the information. Finally, he is always ready to help others, not only to his teammates, but to the rest of the company as well. He does so by contributing during meetings and marketing sessions for both the Marketing and Sales teams, an initiative that others have to be taught to have.

**Paragraph 4:** Restate your recommendation.

**Example:** With these, I would like to restate my recommendation for Joe as he applies for the role of Sales Professional with ABC Organization. I believe that he will be a good employee to your company as he had been in ours. The hard work and dedication that he has shown during his time with XYZ Corp will translate well to his position with yours. I hope that he will be given the chance show you what he could in this position.

**Paragraph 5:** Closing.

**Example:** Please let me know if you have any other questions regarding Joe’s application. Feel free to contact me on my phone or email as stated. Thank you very much for your time. Have a good day ahead.

Sincerely,

Your Name and Signature

Position

Company