**Letter of Recommendation Sample** 

To Whom It May Concern,

[Employee Name] was employed as a [position title] from [month and year first employed] to [month and year last employed]. During her time at [Company Name], [Employee Name] was responsible for [all duties in her position].

[Employee Name] fulfilled the responsibilities of the position [with great attention to detail, with little supervision, achieving great success, etc.]. The position entailed [additional details or qualities of job requirements]. The success of this position relied most heavily on [skill/quality displayed by employee].

I am pleased to recommend [Employee Name] and can speak to her [skills, work ethic, professionalism, etc.]. Should you require anything further, please feel free to contact me directly.

Sincerely,

[Your Name]

[Your title]

[Your email address]

[Your phone number]

[Company Name and address]

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