**Recommendation Letter For an Employee**:

(insert address)

(insert contact details)

(insert company address)

(insert date)

Dear Mr/Mrs/Miss/Ms/Dr (insert last name),

(insert employee name) has worked with me as (insert job title) for (insert company name). For the past (insert duration of time), it has been a great pleasure working with (insert employee name) and I would like to highly recommend her/him to you.

Working with (insert employee name) on several tasks has given me a good insight and knowledge to their capabilities and skills. (insert employee name) is consistently hard-working and uses initiative when leading projects of his/her own.

(insert employee name) is an efficient and reliable employee, who would be a great addition to any company. His/Her strengths include organisational skills, confident leadership abilities and excellent communication with people of every position within (insert company name).

If (insert employee name)´s performance at (insert company name) is any indication of how he/she would perform in your team, then (insert employee name) would make a great asset. Do not hesitate to contact me for any further information or to answer any questions you may have.

Best regards,

(insert first and last name)

(insert job title)

(insert company name)

(insert contact details)