

## BUSINESS LETTER OF RECOMMENDATION

Date:

[To Whom It May Concern][Dear \_\_\_\_\_]:

It is a genuine pleasure and honor for me to recommend CANDIDATE for a position at your organization. In my capacity as \_\_\_\_\_ [title] at \_\_\_\_\_ [company], I have worked closely with CANDIDATE for \_\_\_\_\_ [# of years] years. [His/her] responsibilities included \_\_\_\_\_ [describe responsibilities]. During [his/her] time here, CANDIDATE has proved [him/herself] a hard-working and responsible individual and I am delighted to provide this letter of recommendation on [his/her] behalf.

I have witnessed tremendous growth in CANDIDATE over the course of [his/her] employment, and am certain that the skills and abilities [she][he] has developed will allow [him/her] to excel in any job. CANDIDATE's remarkable talents for business, management, and communication make [him/her] uniquely qualified to serve as a \_\_\_\_\_ [describe position applying for] with your company.

I have managed CANDIDATE in stressful and complicated projects requiring high levels of intelligence and understanding: [he/she] met every challenge, deadline, and goal presented and tackled every problem with grace and ease. Many of the solutions CANDIDATE proposed were insightful and practical, and [he/she] showed a remarkable capacity for breaking large issues into manageable segments. [His/Her] innovative ideas and solutions increased our company's profits and improved its efficiency, and [he/she] has made valuable contributions in other areas as well. For example, \_\_\_\_\_.

CANDIDATE served not only as a useful individual asset to our company, but also as a cooperative and attentive team-player. [His/her] actions consistently inspired and motivated our other employees. [He/She] understood intuitively when colleagues were confused, lost, or off-track, and brought those individuals back on task without judgment. [He/She] was also aware of rifts developing during group projects, and [his/her] management skills reunited teams without making either side feel defensive or alienated.

In the years that I have known and worked with CANDIDATE, I have developed enduring respect for both [his/her] work ethic and [his/her] problem-solving abilities. I can confidently say that CANDIDATE would make a positive and beneficial addition to your company and [he/she] has my highest recommendation. [If you have any further questions with regard to [his/her] background or qualifications, please do not hesitate to call me at the number listed below.]

Sincerely,

\_\_\_\_\_  
[Name]

[Title]  
[Company]

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