Letter of recommendation for employee

Dear [*insert name*],

I am writing to recommend [*employee_name*]. [*He/ She*] worked with us at [*company_name*] as a [*employee_job_title*] and [*reported to me/ worked with me*] in my position as [*insert your job title*].

As an employee, [*employee_name*] was always [*insert quality*]. During [*his/her*] time in my team, [*he/she*] managed to [*insert example*].

I've always put a premium on [*insert quality*] among my team members and [*employee_name*] never failed to deliver. An example was when [*insert example*].

[*Employee_name*] is a delight to work with and I wouldn't hesitate to hire [*him/her*] again.

Should you have any further questions about [*him/her*], feel free to reach me at [*phone number*].

Thanks,

[*Your name and signature*]

Letter of recommendation for a former student

Dear [*insert name*],

I am writing to recommend [*student_name*]. I am [*job_title*] at [*institution*] and [*student_name*] was my [*student/ PhD candidate/ lab assistant/ etc.*] for [*X months/ years*].

As a student, [*student_name*] was always [*insert quality*]. During [*his/her*] time in my class, [*he/she*] worked on [*insert projects*] and managed to [*insert example*].

I've always put a premium on [*insert quality*] among my students and [*student_name*] never failed to deliver. An example was when [*insert example*].

[*Student_name*] is [*insert personality attribute*] and I wouldn't hesitate to collaborate with [*him/her*] again.

Should you have any further questions about [*him/her*], feel free to reach me at [*phone number*].

Thanks,

[*Your name and signature*]