**Recommendation Letter Sample**

I am pleased to strongly recommend [Applicant Name] for [Position with Company or Institution Acceptance].

I am [your name], a [your position] at [your Institution or Company]. I have [years] of work experience in [Your industry or academic focus], and have seen many young professionals come and go. [Applicant Name] is an individual I have worked with who is uniquely distinguished.

During our time together, [Applicant Name] showed great talents in [Skills, Traits, Experience, Class, etc.]. When we first met, I was immediately impressed by [Applicant's Name], but during our time together, his understanding of [Key Topic] grew much more than that of his peers.

[Insert personal story by elaborating key skills, traits, experience].

However, it's not just his technical skills that impress me. [Applicant Name] It was a joy to work with his incredibly positive attitude and [Positive Trait]. Her [Positive Trait] and her [Positive Trait] were also needed and valued not only by me but by her peers, who often relied on her to get the job done.

I am absolutely confident that [Applicant Name] would be suitable for your [Institution / Company]. Not only will it bring the kind of skills and experience you are looking for in a candidate, but it will quickly become an asset and help your [Institution / Company] grow in every way possible.

If you need more information or specific examples, please feel free to contact me at [Contact Information]. Given that a recommendation letter probably only provides a snapshot of her talents and her accomplishments, I would be happy to further delve into my time working with her.

Sincerely,

[Name, company and title]

**Letter of recommendation for employee**

Dear [insert name],

I am writing to recommend [employee\_name]. [He/She/They] 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/their] time in my team, [he/she/they] 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/them] again.

Should you have any further questions about [him/her/them], 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/their] time in my class, [he/she/they] 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/them] again.

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

Thanks,

[Your name and signature]

**Letter of recommendation example for students**

To the admissions office of MIT,

I am writing to recommend Luke Thompson for your PhD program in chemical engineering. I am a professor of chemical engineering at Acme University for over 15 years and I specialize in nanotechnology. Mr Thompson was my student for two years before he got his Bachelor’s degree from Acme.

As a student, Mr Thompson always possessed a curious mind and was eager to learn. During his time in my class, he worked on various projects where he conducted research on nanotechnology and biotechnology. His grades on all these projects were outstanding, as his papers were well-researched, well-structured and offered brilliant insights. One example is his project about nanosensors and their impact on the field of biomedicine. We submitted this paper to a conference held in Berlin and got immediately accepted.

I’ve always put a premium on initiative and hard work among my students and Mr Thompson never failed to deliver. An example was when he and a couple of other students organized learning sessions with different professors. In these open sessions, any student could ask questions on each professor’s field of expertise. Mr. Thompson was the one who suggested that these sessions could work as informal career orientation for younger college or high school students, too.

Mr Thompson is intelligent, hard working and has a great passion for the field of chemistry and chemical engineering. I wouldn’t hesitate to collaborate with him in an academic capacity.

Should you have any further questions about him, feel free to reach me at +1000000.

Thanks,

Professor Sally McPhee