

1-on-1 meeting with manager



RECOMMENDATION LETTER TEMPLATES

Below are five recommendation letter templates that you can adapt for your organization. These five templates are a solid head start, but the magic happens when you customize them with specific achievements.

Professional letter of recommendation

Purpose: The all-purpose workhorse for job applications

Best for: External job applications, career transitions, and most hiring scenarios

Key features:

- Balances technical skills with soft skills
- Includes quantifiable achievements
- Emphasizes relevant experience

Template:

Dear [Recipient/Hiring Manager's Name],

I'm pleased to recommend [Candidate's Name] for [Position/Opportunity] at [Company/Institution]. In my role as [Your Job Title] at [Your Company], I worked [directly with/managed] [Candidate] for [Duration], giving me firsthand insight into their exceptional abilities and work ethic.

From day one, [Candidate] stood out for their [Key Strength 1] and [Key Strength 2]. One of their most notable achievements was [Briefly Describe Project/Challenge], where they [detailed STAR method example]—earning the respect of peers and leadership alike. This shows exactly the kind of [specific next-level competency] your team needs.

I'm confident [Candidate] will bring the same level [specific value] to [Target Company/Opportunity]. They would be a tremendous addition to your team, and I recommend them without hesitation.

You can reach me at [Your Contact Info] if you'd like any more details.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

Letter of recommendation for a promotion

Purpose: To advocate for internal advancement and career growth

Best for: Internal promotions, role transitions within the same company, and succession planning

Key features:

- Emphasizes growth trajectory, leadership potential, institutional knowledge, and readiness for increased responsibility

Template:

Dear [Recipient's Name],

I have worked closely with [Candidate's Name] for [duration] while [Candidate's Pronoun] has been employed as the [Candidate's Current Title]. I have been consistently impressed by both [Candidate]'s attitude toward [Candidate's Pronoun] work and their performance on the job. I am confident he would make an ideal [Title the Candidate is seeking] for the company.

[Candidate's Name]'s readiness for this promotion became clear when [specific example showing advanced capabilities]. They [specific actions that go beyond current role], which resulted in [business impact]. This demonstrates the [specific skills] skills needed at the [new level].

Their leadership development is evident through [specific mentoring/team leadership example]. [Candidate's Name] has [specific achievement in developing others/improving processes], showing they can elevate not just their own performance but the entire team's.

What stands them out is [unique strength relevant to promotion + specific example of this strength in action]. They've proven they can [capability required for new role] while maintaining [important current responsibility].

[Candidate's Name] has my full support for this promotion. They're ready to take on increased scope and will continue to drive results at the next level.

Please let me know if you need further information.

Best regards,
[Your Name]
[Your Title]

Simple letter of recommendation

Purpose: Quick, straightforward endorsement when time is limited

Best for: Routine job applications, when detailed examples aren't necessary, basic reference requests

Key features:

- Concise but specific format
- Covers essential points
- Easy to customize quickly

Template:

To Whom It May Concern:

I recommend [Candidate's Name] for [Position/purpose] based on their [duration] of excellent performance as [Former Title] at [Company/Institution], where I served as their [Relationship].

During [Candidate's Pronoun] time with us, [Candidate's Name] was responsible for:

- [Responsibility 1 + brief outcome/metric]
- [Responsibility 2 + brief outcome/metric]
- [Responsibility 3 + brief outcome/metric]

If you need further information about [Candidate's Name]'s role and responsibilities, please contact me at [Email Address] or [Phone Number].

Sincerely,

[Your Name]

[Your Job Title]

Character reference letter

Purpose: To emphasize personal integrity and work ethic over technical skills

Best for: Positions requiring high trust, security clearances, roles working with vulnerable populations, and academic applications.

Key features: Focuses on ethics, reliability, interpersonal skills, and moral character

Template:

To Whom It May Concern:

I've known [Candidate's Name] in a professional capacity for [duration] at [Company Name], and I can speak definitively to their outstanding character and integrity.

[Candidate's Name] consistently demonstrates [key character trait—e.g., "integrity," "responsibility," "fairness"]. When [specific challenging situation], they [action taken] which led to [positive outcome]. This shows their commitment to [relevant value/principle—e.g., "honesty in all dealings" or "protecting the well-being of clients"].

Their ability to [interpersonal skill—e.g., "build trust quickly" or "resolve conflicts diplomatically"] was evident when [specific situation or ethically challenging scenario]. In that instance, [Candidate] [specific ethical choice made] and [positive outcome + principle upheld], showing both emotional intelligence and professionalism under pressure.

I have full confidence in [Candidate's Name]'s judgment and discretion, and believe they'd be an asset to any team looking for someone with solid values and dependable conduct.

Contact me at [contact information] for any additional information.

Sincerely,

[Your Name]

[Your Job Title]

Academic recommendation letter

Purpose: To support applications for graduate school, research programs, or academic positions

Best for: MBA programs, graduate school applications, research positions, academic fellowships

Key features: Highlights analytical thinking, research abilities, intellectual curiosity, and academic potential

Template:

Dear Admissions Committee,

I strongly recommend [Employee's Name] for [Program Name] at [Institution]. Having worked with them as [relationship] for [duration], I've seen firsthand their analytical thinking and commitment to learning.

[Employee's Name]'s approach to [work challenge] demonstrated exactly the kind of critical thinking you want in graduate students. They [specific example of analytical work] which resulted in [outcome]. This shows their ability to tackle complex problems systematically.

Beyond technical skills, [Employee's Name] consistently [learning behavior]. For example, [specific example of professional development or learning initiative]. They don't just do the job—they constantly look for ways to improve and grow.

[Employee's Name] has the intellectual curiosity and work ethic to excel in your program. I give them my highest recommendation.

Please contact me at [contact information] if you need additional details.

Best regards,

[Your Name]

[Your Job Title]