

# Recommendation Letter - Basic

By: [AmbitionBox.com](https://AmbitionBox.com)

{Author's Name}  
{Author's Company Name}  
{Company's Address}  
{City} {State} {Pin Code}  
{Email}  
{Phone Number}

{Date}

{Recipient's Name}  
{Title}  
{Company's Name}  
{Company's Address}  
{City} {State} {Pin Code}

Dear Mr/Ms {Recipient's Name}

I am {name} and I have been working in {Company's name} since two years as a {Title}. The purpose behind writing this letter is to support Mr/Ms {Candidate's name} and his desire to join your company. {Candidate's first name} has worked in this company for two years {20xx-20xx} and he/she has been under my supervision all this time. I feel privileged to write this letter of recommendation because it will help one of our most sincere employees to move forward in his/her career.

Mr/Ms {candidate's name} has been assisting me in various projects and presentations, hence I am aware of his/her attributes. He/She has always worked well under pressure and has kept a calm head even when our supervisors became pessimistic. The positivity surrounding {Candidate's first name} is infectious and all his/her colleagues would agree to this. He/She has been an integral part in conducting our Annual Meet {name any other important project the candidate has been a part of} and has managed to make every show a success. He/she is



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analytical, communicative, and humble at the same time and all of his/her attributes have helped our company to grow.

With his/her decision to join your organisation, I am sure that you will also feel the same way as we do because {Candidate's first name} is everything that an ideal employee is supposed to be. I am confident of his/her abilities and would like to assure you of the same. If you have any questions, you can contact me at the above-mentioned email address or phone number.

Yours Sincerely,  
{Your signature}