#### **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*]