The Example

Seems simple enough, right? But, I know that filling in those blanks is one of the toughest parts. So, let’s take a look at a quick example of what this would look like in practice, shall we? Here’s how this letter would turn out if I were writing a recommendation for Joe, a hypothetical sales employee I’d previously managed.

*Dear Mrs. Smith,*

*It’s my absolute pleasure to recommend Joe Adams for the Sales Manager position with The Sales Company.*

*Joe and I worked together at Generic Sales Company, where I was his manager and direct supervisor from 2011-2014.*

*I thoroughly enjoyed my time working with Joe, and came to know him as a truly valuable asset to any team. He is honest, dependable, and incredibly hard-working. Beyond that, he is an impressive problem solver who is always able to address complex issues with strategy and confidence. Joe is inspired by challenges, and never intimidated by them.*

*His knowledge of sales etiquette and expertise in cold calling was a huge advantage to our entire office. He put this skillset to work in order to increase our total sales by over 18% in just one quarter. I know that Joe was a huge piece of our success.*

*Along with his undeniable talent, Joe has always been an absolute joy to work with. He is a true team player, and always manages to foster positive discussions and bring the best out of other employees.*

*Without a doubt, I confidently recommend Joe to join your team at The Sales Company. As a dedicated and knowledgeable employee and an all-around great person, I know that he will be a beneficial addition to your organization.*

*Please feel free to contact me at 555-123-4567 should you like to discuss Joe’s qualifications and experience further. I’d be happy to expand on my recommendation.*

*Best wishes,*  
*Kat Boogaard*  
*Director of Sales*  
*The Sales Company*

The Template

*Dear Mr./Mrs./Ms. [Last Name],*

*It’s my absolute pleasure to recommend [Name] for [position] with [Company].*

*[Name] and I [relationship] at [Company] for [length of time].*

*I thoroughly enjoyed my time working with [Name], and came to know [him/her] as a truly valuable asset to absolutely any team. [He/she] is honest, dependable, and incredibly hard-working. Beyond that, [he/she] is an impressive [soft skill] who is always [result].*

*[His/her] knowledge of [specific subject] and expertise in [specific subject] was a huge advantage to our entire office. [He/she] put this skillset to work in order to [specific achievement].*

*Along with [his/her] undeniable talent, [Name] has always been an absolute joy to work with. [He/she] is a true team player, and always manages to foster positive discussions and bring the best out of other employees.*

*Without a doubt, I confidently recommend [Name] to join your team at [Company]. As a dedicated and knowledgeable employee and an all-around great person, I know that [he/she] will be a beneficial addition to your organization.*

*Please feel free to contact me at [your contact information] should you like to discuss [Name]’s qualifications and experience further. I’d be happy to expand on my recommendation.*

*Best wishes,*  
*[Your Name]*