

RECOMMENDATION EMAILS



WORKLINKER

Example 1:

Subject: Strong Recommendation for **[Name]** for **[Position]** at **[Company]**

Dear **[Recipient]**,

I hope this message finds you well. I am writing to wholeheartedly recommend **[Name]** for the **[Position]** at **[Company]**. I've had the privilege of working alongside **[Name]** for **[Number]** years, and their **[Skill/Quality]** has been nothing short of remarkable.

During their tenure as **[Position]** at **[Company]**, **[Name]** has consistently demonstrated a strong work ethic and a dedication to success. Their skills in **[Skill 1]** and **[Skill 2]** are unparalleled, making them a true asset to any team.

I am confident that **[Name]** would be a valuable addition to **[Company]**. If you wish to discuss their qualifications further, please feel free to contact me.

Best regards,
[Your Name]



Example 2:

Subject: My Highest Recommendation for **[Name]**

Dear **[Recipient]**,

I am thrilled to recommend **[Name]** for **[Position]** at **[Company]**. Having worked with them for **[Number]** years, I can attest to their exceptional **[Skill/Quality]**.

[Name] is not only skilled in **[Skill 1]** but also has a keen understanding of **[Skill 2]**, making them a well-rounded candidate for any team. Their ability to handle complex problems with ease sets them apart.

Please consider this email as my strong endorsement for **[Name]**. If you have any questions, I'm available to discuss further.

Sincerely,

[Your Name]



Example 3:

Subject: Endorsement for **[Name]** for **[Position]**

Dear **[Recipient]**,

I am writing to endorse **[Name]** for the **[Position]** at **[Company]**. I have worked with **[Name]** for **[Number]** years and have always been impressed by their dedication and prowess in **[Skill/Quality]**.

[Name] has a knack for **[Skill 1]** and a strong capability in **[Skill 2]**, making them an excellent choice for **[Position]**. Their contributions have been invaluable to our team's success.

I highly recommend **[Name]** for this role.

Should you require more information, please don't hesitate to reach out.

Best wishes,

[Your Name]



Example 4:

Subject: Recommendation for **[Name]** for **[Position]**

Dear **[Recipient]**,

I am pleased to recommend **[Name]** for **[Position]** at **[Company]**. Over the past **[Number]** years, **[Name]**'s contributions to our team have been significant, particularly in the area of **[Skill/Quality]**.

[Name] is a reliable team player with skills in **[Skill 1]** and **[Skill 2]**.

They have consistently exceeded expectations and would be a great fit for your team.

Feel free to contact me for any further information on **[Name]**'s qualifications.

Best regards,

[Your Name]



Example 5:

Subject: Strong Endorsement for **[Name]** for **[Position]**

Dear **[Recipient]**,

I am writing to express my strong endorsement for **[Name]** for the **[Position]** at **[Company]**. I have had the pleasure of working with **[Name]** for **[Number]** years and can vouch for their exceptional **[Skill/Quality]**.

[Name] has been instrumental in **[Skill 1]** and **[Skill 2]**, and their work has had a significant impact on our team's success.

I have no reservations in recommending **[Name]** for **[Position]**. If you need further details, please feel free to contact me.

Sincerely,

[Your Name]

