

[Your Name]
[Your Job Title (e.g., Marketing Manager)]
[Your Company Name]
[Your Company Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Hiring Manager Name] (If known, otherwise use title)
[Hiring Manager Job Title]
[Company Name]
[Company Address]

****Subject: Letter of Recommendation for [Employee's Full Name] - Direct Report****

Dear [Mr./Ms./Mx. Hiring Manager Last Name or "Hiring Manager"],

It is with genuine enthusiasm that I recommend [Employee's Full Name] for [mention the type of position or program they are seeking, e.g., "the Senior Analyst position at your company," or "admission to the MBA program at [University Name]"].

As the [Your Job Title] at [Your Company Name], I have had the distinct pleasure of directly supervising [Employee's First Name] in [his/her/their] role as [Employee's Job Title] for the past [Number] years/months. This position reported directly to me, affording me a clear view of [his/her/their] performance, skills, and professional development.

During [his/her/their] tenure under my supervision, [Employee's First Name] consistently exceeded expectations and proved to be a highly valuable member of my team. [He/She/They] possesses a strong combination of [mention 2-3 key technical or role-specific skills, e.g., analytical skills, software proficiency, project management capabilities] and essential soft skills, including [mention 1-2 key soft skills, e.g., exceptional teamwork, clear communication, proactive problem-solving].

I was particularly impressed with [Employee's First Name]'s performance on [mention a specific, significant project or responsibility]. [He/She/They] [describe their action and quantify the positive result, e.g., "took the lead in restructuring our client onboarding process, which resulted in a 20% reduction in onboarding time and

increased client satisfaction scores," or "played a key role in the development of the X project, contributing innovative ideas that directly impacted its success". [Add another specific example, perhaps highlighting a different skill or achievement, referencing performance reviews if appropriate, e.g., "Furthermore, their performance reviews consistently highlighted their ability to manage complex tasks under pressure."].

[Employee's First Name] is not only technically proficient but also demonstrates [mention a key characteristic, e.g., strong leadership potential, a remarkable ability to collaborate, a commitment to continuous learning]. [He/She/They] actively [mention a positive behavior, e.g., mentored junior team members, sought out professional development opportunities, contributed positively to team morale].

Based on my direct observation of [his/her/their] outstanding performance, work ethic, and significant contributions to my team, I confidently give [Employee's Full Name] my highest recommendation. [He/She/They] consistently demonstrated the qualities necessary for success and would be a tremendous asset to [mention the target company or program type].

I welcome the opportunity to discuss [Employee's First Name]'s qualifications further. Please feel free to contact me at your convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Job Title]