Recommendation letter

Date,

Dear [Name],

Greetings!

I have had the pleasure of working with [Name] for the past [--] of years when [he/she] was working as a volunteer for [Company Name], where I serve as [position]. Even as a student volunteer, [Name] has shown a high level of respect and maturity toward the individuals [he/she] worked with. [He/She] is thoroughly professional and has shown genuine interest in work.

I am particularly impressed by [His/Her] ability to perform under pressure. [Name] has cultivated healthy relationships with colleagues. [He/She] can work in a multicultural team without any issues.

I highly recommend [Name] as a candidate at your [Company name]. I am absolutely sure [Name] will prove to be an asset.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]

