

LETTER OF RECOMMENDATION FOR COWORKER

To Whom It May Concern:

I am writing to provide a professional recommendation for my coworker. Over the course of our working relationship, I have had the opportunity to observe their skills, work ethic, and character in various professional environments. It is with confidence that I recommend them for any position or opportunity they seek.

Employee Information:

Full Name: _____
Position / Title: _____
Department / Team: _____
Duration of Working Relationship: _____

Performance and Skills:

During the time I have worked with this individual, they have consistently demonstrated an exceptional level of professionalism, dedication, and competence. Their ability to manage tasks, collaborate effectively with team members, and approach challenges with a solution-oriented mindset has greatly contributed to the success of our projects and the overall work environment.

Key skills and qualities include, but are not limited to: - Strong communication and interpersonal skills - High attention to detail and quality of work - Excellent problem-solving and analytical abilities - Reliable and responsible work ethic - Ability to work independently and as part of a team - Adaptability to changing priorities and deadlines

Character and Integrity:

Beyond their professional skills, this coworker has shown a high degree of integrity, ethical behavior, and respect for colleagues and company policies. They maintain confidentiality, handle sensitive information responsibly, and contribute positively to workplace morale.

Summary and Recommendation:

In summary, I highly recommend this individual for employment or any professional opportunity. I am confident that they will bring value, dedication, and professionalism to any organization they join. If further information is required, please feel free to contact me at the details provided below.

Recommender Information:

Full Name: _____
Position / Title: _____
Company / Organization: _____
Phone Number: _____
Email Address: _____

This letter is provided in good faith and is intended for use in lawful employment or professional consideration. It does not create any contractual or legal obligation on the part of the recommender or their organization. All statements herein are truthful to the best of the recommender's knowledge and belief, and are provided in compliance with applicable United States laws and regulations.

RECOMMENDER'S SIGNATURE

DATE

Signature: _____

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