

I'm not a robot



Examples of work letters

Anyone who's applied for a job knows how important recommendation letters can be to getting hired. While you've probably asked for a reference letter in the past, you may be less familiar with writing one. If someone asks you for a reference, how can you produce a great letter that will help your employee, colleague, or friend get hired? To help you through the writing process, we're providing nine samples of effective letters of recommendation (scroll down to skip to the samples!). By reading through these examples, you'll gain a clear understanding of how to structure your own letters. Before getting to the free recommendation letter samples, let's briefly review the role that reference letters play in the hiring process. Why are they important, and what makes some stand out over others? Why Are Recommendation Letters Important? Many employers request recommendation letters to help them decide who to hire or internally promote. Throughout the hiring process, the applicant strives to present herself in the best light. Beyond the interview and resume, hiring managers look to recommendation letters to confirm the candidate's qualifications and to gain insight from an outside party. The hiring manager wants to know what experiences the candidate will bring to the new role, how she'll contribute to the company or organization, and how she'll behave in the day-to-day. Recommendation letters can point to a candidate's future performance by talking about her past achievements. Reference letters can also shed light on what it's like to manage, work with, or, in the case of a character reference, be friends with the person under consideration. They complement the candidate's story and suggest what she'll bring to the table in her next job. If you get asked to write a letter for someone, it's safe to assume you want to do a good job. Helping someone get hired is not just a satisfying good deed, but it's also good professional karma! So how can you turn those good intentions into a stand-out employee letter of recommendation? Each letter will, of course, be different, but good letters share certain key features. Read on to learn about three important characteristics of strong reference letters. Your recommendation letter's not the time to be cagey about your identity! The hiring manager wants to know who you are and why you're qualified to recommend the applicant. What Makes a Recommendation Letter Stand Out? 3 Key Features Strong letters give positive descriptions of a candidate's skills in a concise and powerful way. Beyond using language that's clear and error-free, what elements should your recommendation letter include to be effective? As you write your letter, make sure it does the following: #1: Explains Why You're Qualified to Recommend the Candidate In order to hold weight, a recommendation letter should come from a reputable source. If an employer wants a professional reference, then the writer of that letter probably worked with the candidate in a supervisory capacity. Some employers will also be interested in letters from a colleague or, occasionally, a friend, neighbor, or family member. Most letters, though, will be written by a supervisor, manager, or boss of some sort. In the first paragraph, you should explain who you are and how you know the candidate. How long did you work with her and in what capacity? By explaining your relationship, you show that you're qualified to give an honest assessment. If someone who feels like a relative stranger asks you to write a letter, you might consider declining or recommending someone else to write it. If you didn't get to know the candidate's work performance or only did so in a way completely unrelated to the new position, then you might not be able to provide a helpful letter of recommendation from employer to employee. The best letters are written by people who can speak to the candidate's skills and accomplishments. Make sure to state clearly in the beginning of your letter who you are and why your opinion matters. #2: Customized to the New Position While you should speak to the candidate's accomplishments in her past role, you should also show why she'd make a good fit in the next one. Even if the candidate's making a career change, you can explain why she'll be able to do well in the new industry. Here's where open communication with the applicant is important. She should share the job description so you have a clear understanding of the position's requirements. As the writer, you're not expected to do much research on the new job. The candidate should provide you with everything you need to know to customize your letter. By drawing on this information, you can express confidence that the candidate will succeed in the new role. Then when the hiring manager reads your letter, she'll feel reassured that the candidate would make a good fit. #3: Uses Specific Examples and Anecdotes Finally, and perhaps most importantly, your letter should provide specific examples about the candidate. Don't just list adjectives like, "friendly, intelligent, and hard-working"; instead, present circumstances in which the candidate demonstrated those qualities. To borrow a favorite phrase of English teachers, "show, don't just tell." Not only will examples point to the value the candidate brought to your organization or company, but they'll also paint a picture of how she works in day-to-day operations. Using two to three specific anecdotes in your letter will boost its level of persuasiveness. It will also sidestep a common rec letter trap: becoming a generic list of cliches. Just as you should only write a recommendation letter if you feel qualified to assess the candidate, you should also only write it if you can provide a great one. While you don't want to go over the top and sound insincere, your letter should be a strongly positive endorsement. Sample Recommendation Letters As you read through the nine free job recommendation letters below, notice how they all share the three key features described above, even though they differ in terms of their source and target audience. Below are nine sample recommendation letters, each followed by an analysis of what it does well! After checking out the above samples of recommendation letters, read on for some final thoughts on how to write an excellent letter of recommendation for an employee, coworker, or friend. Now that you've got all the building blocks, you can put them together into a powerful letter of recommendation! Writing Strong Letters of Recommendation: Final Thoughts While the above samples of recommendation letters will help guide you through the letter writing process, they can't look exactly like your final product. Writing a letter is a significant undertaking, as it requires you to customize your words to the candidate and make your letter unique. Even though the specifics will vary, strong letters of recommendation do have certain features in common. Each letter should... Use an Official Format The sample letters show the proper format for a recommendation letter. They have the employer's name, position, company, and company's address at the top. To give one example, here's the header for recommendation letter sample #1: Ms. Greta JohanssenSales ManagerStreambase Corp 66 Western BoulevardSanta Fe, New Mexico 87500 You should also use official letterhead that has your name and contact information across the top, in whatever way you've chosen to present it. Each letter is addressed to a specific person, a greeting that's more personal than, "Dear Hiring Manager." Typically, paragraphs are single-spaced with a double space in between each one. Finally, every letter concludes with an invitation to contact the writer for any further information. Then the writer may include her position, company, phone number, and email below her name. Start with a Strong Opener The strongest letters start out with an immediate statement of support. They might say, "It's my honor," "It's my pleasure," or "I'm very pleased to provide this letter of recommendation for Joe." Stating the obvious with a sentence like, "I'm writing to recommend Joe," looks weak beside a more enthusiastic opener. In the first paragraph, explain who you are and why you're qualified to recommend the candidate. Write a line or two of praise about her professional and personal strengths, perhaps with a summary of the main points you'll present in the rest of the letter. Include Two to Three Specific Examples As mentioned above, strong letters typically include two to three body paragraphs with specific anecdotes about the candidate. They don't just describe the applicant's great qualities and accomplishments; they give examples and prove to her prospective employer that she's made achievements in the past that predict future success. You might talk about a project or responsibility of the applicant or the value she's brought to your company. Consider relevant qualities like flexibility, initiative, leadership, growth, collaboration, interpersonal skills, and/or ability to perform within a certain environment or culture. To Sum Up... Depending on your relationship with the candidate, you might focus more on her work performance or personal character in your recommendation letter. An employer will focus more heavily on professional skills while a coworker may add personal qualities. A friend or neighbor providing a character reference would prove the most personal letter. It falls upon the candidate to choose her recommenders wisely and to share any relevant information about the prospective position to help them write the best letter they can. As long as you incorporate the key features described above and take the time to make your letter positive and specific, you'll provide a strong recommendation letter that will help your employee, colleague, or friend get hired. And who knows—perhaps in a year or two, she'll be writing a recommendation letter for you! What's Next? Are you tasked with writing a recommendation letter for a student applying to college? If so, check out these samples of recommendation letters from teachers and counselors, along with additional writing tips and a thorough recommendation letter template! Have any questions about this article or other topics? Ask below and we'll reply! back 2. Employment Status: Clearly state whether the employee works full-time, part-time, or is on a temporary or contractual basis. This clarification is essential as it provides an insight into their working arrangement with the company. For instance: Employment Status: Full-Time 3. Employment Dates: Mention the start date of the employee's current position and, if applicable, their end date. If the employee is on a fixed-term contract, make sure you specify the exact duration of the contract. For example: Start Date: July 1, 2023 End Date: December 31, 2023 (6-month contract) 4. Job Responsibilities: Outline the main duties and responsibilities associated with the employee's job role. This information should be concise and relevant to help the reader have a better understanding of their expertise and skills. For example: Key Job Responsibilities: - Manage a team of five marketing professionals - Design and implement marketing campaigns - Collaborate with sales and product teams 5. Salary Information (optional): In some cases, it may be necessary to include the employee's salary details. If required, mention the employee's salary both before and after tax deductions. Be sure to specify the pay period (i.e., monthly, bi-weekly, etc.). For instance: Gross Salary: \$4,000 per month Net Salary: \$3,200 per month (after tax deductions) 6. Company Information: Don't forget to provide your company's name, address, and contact information. This detail will give the letter credibility and can be used for validation purposes. For example: [Company Name] [Company Address] [Company Contact Information] 7. Closing: End the letter by providing your name, title, and signature. This information validates the letter and creates an official record for future reference. For example: Sincerely, [Your Name] [Your Title] [Your Signature] What is the appropriate format for a professional letter of employment? A professional letter of employment should follow a standard business letter format. This includes having a clean, organized layout, a readable font, 1-inch margins, and single line spacing between paragraphs. The letter should ideally be no longer than one page and should be printed on high-quality paper if submitting a hard copy. Opening Statement Start your letter with a professional salutation, addressing the recipient by their title and full name. If you do not know their name, use a generic greeting, such as "To Whom It May Concern." Next, identify the purpose of the letter in the opening sentence, by stating your relationship to the employee and the nature of the employment letter, such as verification or recommendation. 25 Organizational Skills with 125 Example Phrases for a Resume Example: Dear Mr. Smith, I am writing this letter to verify the employment of Jane Doe at XYZ Corporation, where I am her direct supervisor. Body Paragraphs In the body paragraphs, provide the required information related to the employee's position and responsibilities. Begin by stating their job title, and the period they have been working at the company. Include specific details about their job performance, skills, and accomplishments. Highlight any promotions or awards they might have received during their tenure. Make sure to convey relevant and factual information to support the purpose of the letter. Example: Jane Doe has been working as a Marketing Assistant at X Corporation since June 2020. In this role, she has been responsible for creating and implementing digital marketing campaigns, and managing our social media channels. Jane has consistently proven herself to be a dedicated and innovative employee, which led to her promotion to Marketing Coordinator in January 2022. Closing Remarks After providing the necessary information, you may thank the recipient for their attention or confirm your willingness to provide additional information if required. If it is the letter is a recommendation, reiterate your confidence in the employee (learn more: A Perfect Letter of Recommendation [8 Templates]). Example (verification letter): Please feel free to contact me directly if you require any further information regarding Jane Doe's employment at X Corporation. Sign Off Conclude your letter with a professional closing, such as "Sincerely" or "Yours faithfully," followed by your full name, title, and contact information. Example: Sincerely, John Smith Marketing Manager (...) Corporation Email: john.smith@examplecorp.com Phone: (555) 123-4567 A job verification letter confirms an employee's current or past employment details. This letter is often used by banks, landlords, or other institutions requiring proof of income or employment status. As an employer, you should provide the employee's position, dates of employment, and current salary information if applicable. Template 1 [Manager Name] [Title] [Company Name] [Company Address] [City, State, ZIP Code] [Date] [Recipient Name] [Recipient's Institution] [Recipient Address] [City, State, ZIP Code] Dear [Recipient's Name], I am writing to verify the employment of [Employee Name] at [Company Name]. [Employee Name] holds the position of [Job Title] and has been employed with us since [Start Date]. [Mention salary details, if applicable: "Their current salary is \$XX,XXX per year."] Please do not hesitate to contact me if you require further information or confirmation of [Employee Name]'s employment status. Sincerely, [Your Name] [Your Title] [Your Email Address / Phone Number] [Company HR/Manager Name] [Company Address] [City, State, ZIP Code] [Email Address] [Phone Number] [Date] [Recipient's Name] [Recipient's Address] [City, State, ZIP Code] Dear [Recipient's Name], I am writing to confirm that [Employee's Name] has been employed at [Company Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and currently works [Full-time/part-time]. Please note that this letter is provided for verification purposes only and any questions regarding [Employee's Name] should be directed to our Human Resources department at [HR Phone Number or Email]. 5 Examples: How To Write an Executive Summary on a Resume Thank you for your attention to this matter. Sincerely, [Your Name or HR/Manager's Name] Subject: Job Offer - [Candidate's Name, Position Title] Dear [Recipient's Name], We are pleased to offer you the position of [Position Title] with [Your Company]. This letter serves to confirm our offer and outline the terms of your employment. Your start date will be [Start Date], and your initial salary will be [Salary Amount] per [Year/Month/Week]. You will also be eligible for [Benefits - Include Health Insurance, Retirement Plan, etc.] after [Eligibility Period]. Please review the attached employment agreement for the complete terms and conditions of your employment. Should you have any questions, feel free to contact me at [Your Contact Information]. To accept this offer, please sign and date the attached employment agreement and return it to me by [Deadline], either via email or mail at the address listed above. We look forward to having you join our team and contribute to the ongoing success of [Your Company]. Sincerely, [Your Name] [Your Title] A job acceptance letter is a response to an employer's job offer. Begin by expressing your gratitude for the opportunity and then outline the key details, such as the job title and start date. This helps confirm your understanding of the position and any terms discussed during the hiring process. [Your Name] [Your Address] [City, State, ZIP Code] [Date] [Employer Name] [Company Name] [Company Address] [City, State, ZIP Code] Dear [Employer's Name], I am writing to formally accept the [Job Title] position at [Company Name] and express my appreciation for this opportunity. I am excited to join your team and contribute to [a specific project or task the company is working on]. As mentioned during our discussion, I understand that my start date will be [Start Date], and my starting salary will be [Salary Amount] with [mention any agreed-upon benefits or bonuses]. Please let me know if there is any paperwork or additional information needed before my start date. Again, thank you for this opportunity, and I look forward to making a positive impact at [Company Name]. Sincerely, [Your Name] A job rejection letter serves to decline an employer's job offer in a polite and professional manner. Be sure to express appreciation for their time and consideration, and consider offering a brief reason for your decision. [Your Name] [Your Address] [City, State, ZIP Code] [Date] [Employer Name] [Company Name] [Company Address] [City, State, ZIP Code] Dear [Employer's Name], Thank you for offering me the position of [Job Title] at [Company Name]. I appreciate the time and effort spent considering my application and discussing the opportunity with me. After careful consideration, I regret to inform you that I have decided to decline the offer. [Mention a brief reason, such as a different opportunity aligning more closely with your long-term goals or personal circumstances]. I wish you and your team continued success, and I hope our paths may cross again in the future. 30 Smart Answers to "What Is Your Greatest Weakness?" Sincerely, [Your Name] [Your Title] [Date] To Whom It May Concern, This letter confirms that [Employee Name] was employed by [Company Name] from [Start Date] to [End Date] as a [Job Title]. [His/Her/Their] salary was [Salary]. Please contact us if you require further information. Sincerely, [HR Department] [Date] [Manager Name] [Manager Title] [Company Name] Dear [Manager Name], Please accept this letter as notification that I am resigning from my position as [Your Job Title], effective [Date]. I am grateful for the opportunities I've had during my time at [Company Name]. Sincerely, [Your Name] [Date] [Candidate Name] [Candidate Address] Dear [Candidate Name], We are pleased to offer you the position of [Job Title] at [Company Name]. Your starting salary will be [Salary], and your start date will be [Date]. Please review the attached benefits information. We look forward to welcoming you to our team! Sincerely, [Hiring Manager Name] [Hiring Manager Title] [Date] [Employee Name] [Employee Title] Dear [Employee Name], I am writing to express my sincere appreciation for your [Specific Action/Contribution]. Your hard work and dedication have been invaluable to our team's success. Thank you for going above and beyond. Sincerely, [Your Name] [Your Title] [Date] [Manager Name] [Manager Title] Dear [Manager Name], I am writing to request a leave of absence from [Start Date] to [End Date]. I will be [Reason for Time Off]. I will complete my [Tasks to be completed]. I have already informed my colleagues and made arrangements for my responsibilities to be covered during my absence. Sincerely, [Your Name] [Your Title] [Date] [HR Representative Name] [HR Representative Title] Dear [HR Representative Name], I am writing to formally lodge a complaint regarding [Subject of Complaint]. On [Date of Incident], [Describe incident in Detail]. I have attempted to resolve this with [Person Involved] but have been unsuccessful. I am seeking [Desired Outcome]. I look forward to your timely intervention and resolution to this matter. Sincerely, [Your Name] [Your Title] [Date] [Recipient Name] [Recipient Title] Dear [Recipient Name], This letter serves as an expression of my intent to [Purpose of Letter]. I have thoroughly researched [Relevant Information] and I am confident that [Positive Outcome]. I am available to meet at your earliest convenience to further discuss this matter. Sincerely, [Your Name] [Your Title] In conclusion, mastering the art of writing effective work letters is crucial for professional success. By utilizing the samples provided and tailoring them to your specific needs, you can create impactful documents that achieve your desired outcomes. Remember to maintain a professional tone, ensure accuracy, and proofread carefully before sending. These principles will serve you well in navigating various workplace communication scenarios. 1 hour leave letter sample Previous ArticleTo Whom It May Concern Letter: 21 Powerful Samples & Guide Next Article Boost Your Job Hunt: 9 Proven Cover Letter Samples