

LETTER OF RECOMMENDATION FOR EMPLOYEE

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Introduction

A recommendation letter for an employee is usually written to the head of the departments or the company in case when an employee is leaving a job due to some hectic reasons and someone else of the company is recommending to the officer or a higher official to manage him/her to stay in the company. This kind of letter is written in a full formal mode and totally explaining the excellent qualities of the person being recommended so that he/she should not leave the company.

Letter of recommendation for employee Tips

Some important rules to write a letter of recommendation for employee:

- The letter must be written in a full formal way showing due respect to the receiver and a required politeness in requesting for keeping the person in the company.
- The letter must contain all the qualities of the person being recommended, mentioned very clearly, such that it properly shows how important the person is to the company.
- Since the letter is written to a respected person, it must be checked thoroughly for any kind of errors or mistakes.
- The letter must be ended with proper salutation and thank giving.

Sample Letter of recommendation for employee

From,

Date: _____ (date on which the letter is written)

To,

Subject: letter for recommendation of an employee

Respected sir,

This letter is to inform you that an employee of our department, namely XYZ, is leaving his job due to some harsh behaviors faced by him from some of the higher officials. Certainly he's not willing to continue the job because he also holds a respectable post in the company and can't tolerate such kind of insult.

I assure you that he has always been an excellent worker in all aspects, giving a very well performance in his works and even with his good leadership qualities he has always been a representative of the department, providing a good guidance to all the employees.

It is my earnest request to you to manage to keep him in the company. I'd be really thankful if you do that.

Thanking you,

Yours faithfully,

Name and signature

Letter of recommendation for employee Template

From,

Date: _____ (date on which the letter is written)

To,

Subject: recommendation letter for an employee

Respected _____ (name and designation of the receiver),

This letter is to recommend one of our employees named _____ (name of the employee) of _____ (name of the department) to our company so that he/she doesn't leave the company.

He/she has been facing various problems such as _____ (reason for leaving).

I'd request you to manage to keep him/her in our company as he/she has always proved to be an excellent worker, I assure you as I've worked with him/her since a long time.

Hoping to receive an approval from your side,

Thanking you,

Yours faithfully,

Name and signature

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