

## Personal Recommendation Letter for Employment

Date: \_\_\_\_\_

To Whom This May Concern,

My name is \_\_\_\_\_ [Your Name] and I am pleased to offer my recommendation of \_\_\_\_\_ [Individual's Name] for the position of \_\_\_\_\_ [Job Title] at New York Youth Support Program.

During my relationship with \_\_\_\_\_ [Individual's Name] over the past \_\_\_\_\_ years, I have experienced a highly motivated, hard-working individual who consistently arrives on time and shows great dedication towards [His/Her] professional duties. I strongly believe that \_\_\_\_\_ [Individual's Name] will be a great addition to your company and will exceed expectations in [His/Her] role as \_\_\_\_\_ [Job Title].

Please do not hesitate to contact me for any additional information you may need to inform your decision.

Sincerely,

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_