**Letter of recommendation for coworker**

Sub: Recommendation letter for {coworker’s name}

Dear Mr/Ms {Recipient’s Name},

As {Candidate’s full name}’s teammate, I would like to tell you that I have been working with him/her for the past {number of years} years. In my course with him/her at {Company’s name}, I have always found Mr/Ms {Candidate’s last name} to be determined and analytical due to which the company has been able to build up an impressive customer satisfaction and retention rate.

{Candidate’s first name} is the one behind our famous project for {the associate company’s name} and it turned out to be a great PR activity for our company as well. He/She is extremely polite, humble, and generous when it comes to helping others and is equally competitive, and ambitious when it comes to defeating our opponents. His/her educational qualifications like {mention his most valued degree} and extra knowledge of various other fields such as {give examples which prove him/her to be technologically advanced}, make him an excellent performer. {Candidate’s first name} believes in the power of a good leader and it is not a surprise that he/she has been selected as the leader for our various international projects. Along with all his/her meritorious qualities, the aura surrounding {Candidate’s first name} is a friendly and humorous person which makes his/her team connect with him/her in a better manner.

I feel proud to be writing this letter of recommendation for Mr/Ms. {Candidate’s name} and I am positive about him/her being an exemplary addition to your company. In the case of any questions or doubts, you can connect with me on the above-mentioned email address and phone number.

Regards,  
{Your signature}