

Recommendation Letter Template for a Job Applicant

[Your Name]

[Company Name]

[Job Title/Position]

[Company Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[City],

[Date]

Subject: Recommendation Letter for [Candidate's Name]

Dear [Recipient name]

It is my pleasure to provide a personal reference for [Candidate's Name], who I believe is exceptionally well-suited for the role of an Early Years Educator. I have had the privilege of working closely with _____ and can confidently attest to their outstanding skills, knowledge, and dedication to early childhood education.

They possess a wealth of knowledge in _____, _____, and _____, which she expertly applies in _____. Their positive attitude, strong work ethic, and genuine passion for teaching young children make them a highly effective educator.

They excel in collaborating with colleagues as part of a team, demonstrating great initiative in designing engaging lessons and activities, and exhibiting strong leadership qualities when needed. Their ability to create a supportive and enriching learning environment for children is truly commendable.

I wholeheartedly recommend _____ for the role of _____

Thank you for considering this recommendation.

Sincerely, [Your Name]
[Your Current Position and Company]