EMPLOYMENT LETTER OF RECOMMENDATION

Jordan Example
Program coordinator
Example Program
10 Example Street, Albany, NY
jordan@example.invalid

November 5, 2026

To Whom It May Concern:
Example Selection Office

Re: Letter of Recommendation for Alex Example — the named part-time community program

Dear Hiring Committee:

I provide this factual reference concerning **Alex Example** in connection with the named part-time community program. I do not offer a recommendation through this reference.

I. Relationship and Basis of Knowledge

I have known Alex Example for six months. My relationship to the candidate is program coordinator. I reviewed the project notes and attended two sessions alongside the candidate.

II. Employment Information

I can provide the following employment information:

- **Eligible for rehire:** Not known / not provided

Scope of reference. This reference concerns the identified employment opportunity. The letter itself does not establish authority to disclose confidential information or certify legal compliance.

Please contact me at jordan@example.invalid with questions about the information stated in this reference.

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Sincerely,

Jordan Example

PRINTED NAME

SIGNATURE

DATE

Jordan Example
Program coordinator
Example Program

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