

# LETTER OF RECOMMENDATION

[YOUR FULL NAME] [YOUR TITLE POSITION] [YOUR ORGANIZATION INSTITUTION]  
[YOUR ADDRESS] [YOUR EMAIL]

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[RECIPIENT ORGANIZATION]

**Re: Letter of Recommendation for [CANDIDATE S FULL LEGAL NAME] — [SPECIFIC POSITION PROGRAM BEING APPLIED TO]**

Dear Hiring Manager:

I write to recommend [CANDIDATE S FULL LEGAL NAME] for [SPECIFIC POSITION PROGRAM BEING APPLIED TO] with a strong and confident endorsement.

## **I. Relationship and Basis of Knowledge**

I have known [CANDIDATE S FULL LEGAL NAME] for [HOW LONG HAVE YOU KNOWN THE] in my capacity as they [YOUR RELATIONSHIP TO THE CANDIDATE]. [CONTEXT IN WHICH YOU CAME TO]

## **II. Qualifications and Strengths**

[KEY STRENGTHS QUALITIES 3 5 CONCRETE]

## **III. Specific Accomplishments**

[SPECIFIC ACCOMPLISHMENTS OR ANECDOTES]

## **IV. Fit for the Position**

[WHY THIS CANDIDATE IS A FIT]

## **Statement of Good Faith**

The statements in this letter are based on my personal observations and on records maintained by [YOUR ORGANIZATION INSTITUTION] in the ordinary course of business. They are made in good faith, without malice, and in response to an inquiry regarding [CANDIDATE S FULL LEGAL NAME]'s qualifications for prospective employment. This letter is intended to be covered by the qualified privilege applicable to employment references under the common law and under applicable state statutes.

**Scope Limitation.** This letter addresses only [CANDIDATE S FULL LEGAL NAME]'s qualifications, performance, and conduct in a work setting. Consistent with the Americans with Disabilities Act (42

U.S.C. §12112(d)(4)), the Genetic Information Nondiscrimination Act (42 U.S.C. §2000ff), and Title VII of the Civil Rights Act of 1964, I do not and will not disclose any information concerning medical condition, disability, genetic information, religion, national origin, age, sexual orientation, gender identity, pregnancy, or any other protected characteristic.

**Confidentiality.** This letter is submitted as a confidential reference. I understand that the candidate has waived the right to inspect this letter, and I request that it be treated accordingly.

I would welcome the opportunity to discuss [CANDIDATE S FULL LEGAL NAME]'s qualifications further. Please do not hesitate to contact me at [YOUR EMAIL].

Sincerely,

**[YOUR FULL NAME]**

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PRINTED NAME

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SIGNATURE

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DATE

[YOUR FULL NAME] [YOUR TITLE POSITION] [YOUR ORGANIZATION INSTITUTION]