

[Your Full Name]
[Your Title/Position]
[Department]
[Institution/University]
[Email Address]
[Phone Number]

[Date]

[Name of Recipient or Hiring Committee]
[Department Name]
[Institution/University Name]
[Address]

Subject: Letter of Recommendation for [Applicant Name]

Dear Members of the Search Committee,

It is my pleasure to recommend [Applicant Name] for the position of [Job Title] at [Institution Name]. I have known [Applicant Name] for [Number] years in my capacity as [Your Relationship, e.g., Supervisor/Professor] at [Current Institution].

During [his/her/their] time working in our department, [Applicant Name] demonstrated exceptional skills in [Skill 1] and [Skill 2]. Specifically, [he/she/they] contributed significantly to [Project or Research Area], showing a high level of intellectual curiosity and professional dedication.

In addition to [his/her/their] academic and research capabilities, [Applicant Name] is a collaborative colleague who engages effectively with students and faculty alike. [He/She/They] possesses the teaching potential and administrative reliability required for a successful career in academia.

I recommend [Applicant Name] without reservation. [He/She/They] would be a valuable asset to your institution. Please feel free to contact me if you require any further information.

Sincerely,

[Signature]

[Your Printed Name]