

[Your Name]
[Your Title]
[Company Name]
[Date]

To Whom It May Concern,

I am writing to recommend [Employee Name] for employment. [Employee Name] served as [Job Title] at [Company Name] from [Start Date] to [End Date]. Due to a sudden [restructuring/reduction in force/project completion], we have had to implement a short-term layoff, resulting in the conclusion of their contract.

Despite their short tenure with us, [Employee Name] made a positive impact on our team. They quickly integrated into the department and demonstrated a strong work ethic. Their primary responsibilities included [Responsibility 1] and [Responsibility 2], which they handled with professionalism and attention to detail.

Key strengths observed during their time here include:

- [Strength 1, e.g., Ability to learn new systems quickly]
- [Strength 2, e.g., Strong collaborative skills]
- [Strength 3, e.g., Reliability and punctuality]

The decision to lay off [Employee Name] was based solely on business necessity and is in no way a reflection of their performance or character. They are a capable professional who would be an asset to any organization looking for a motivated team member.

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Signature]
[Your Printed Name]