**Coworker Letter of Recommendation**

**[Your Name]**
[Your Job Title]
[Your Company/Organization]
[Your Email Address]
[Your Phone Number]
[Date]

**To Whom It May Concern,**

I am writing to highly recommend **[Colleague’s Full Name]** for **[position/program/opportunity]**. I have had the privilege of working alongside [First Name] at **[Company/Organization]** for **[length of time]**, where we collaborated on numerous projects and shared responsibilities in **[department/team name]**.

During this time, I witnessed firsthand [First Name]’s exceptional **[specific skills, e.g., problem-solving abilities, leadership, communication, teamwork, etc.]**. For example, **[provide a specific instance or project where the colleague demonstrated these abilities]**. [He/She/They] consistently approaches work with professionalism, dedication, and a strong work ethic, which greatly contributes to the team’s success.

Beyond technical skills, [First Name] is an individual of outstanding character. [He/She/They] is dependable, collaborative, and always willing to lend a helping hand to colleagues. [His/Her/Their] positive attitude and ability to remain calm under pressure make [him/her/them] a pleasure to work with.

I am confident that [First Name] will bring the same level of excellence, commitment, and integrity to **[new role/academic program/opportunity]**. Any organization or institution would greatly benefit from [his/her/their] contributions.

Please feel free to contact me at **[your email/phone number]** if you require any additional information.

Sincerely,
[Your Full Name]
[Your Job Title]
[Your Company/Organization]

