**Sample Recommendation Letter for Employee from Manager**

To whom it may concern,

I am writing this letter to highly recommend (employee's name) who has worked as (job position) at (company's name) for a (number of years). During his duration of employment, he was responsible for (key job responsibilities). I was (employee's name) manager and he was directly reporting to me, so I can attest to his professional skills, dedication, and strong work ethics.

(Employee's name) has consistently demonstrated a high level of expertise and worked hard to ensure the success of projects and initiatives. He has demonstrated excellent communication skills, great with team members, remained calm even during high pressure situations. He is one of the most reliable and responsible employee at (company's name).

As far as professional achievements are concerned, he earned "Employee of the Month" award for numerous times. I can say with absolute certainty that (Employee's name) is a valuable employee to have and I am confident he will continue to excel in any company he is a part of.

In summary, I wholeheartedly recommend (Employee's Name) without reservation. Please feel free to contact me at (email/phone number) if you need more information.

Sincerely,

(Your Name)  
(Your Position)  
(Company Name)