

Date:

[To Whom it May Concern]

It is a pleasure and honor for me to recommend (YOUR NAME) for a position at your organization. In my capacity as TITLE at COMPANY, I have worked closely with (YOUR NAME) for # OF YEARS. (YOUR NAME) responsibilities included DESCRIBE RESPONSIBILITIES. During (YOUR NAME) time here, (he/she) has proved a hardworking and responsible individual and I am delighted to provide this letter of recommendation on (his/her) behalf.

(YOUR NAME) has made valuable contributions to the company and has also been a cooperative and attentive team-player. I can confidently say that (YOUR NAME) would make a positive and beneficial addition to your company working with children and has my highest recommendation.

If you have any questions or concerns with regard to (his/her) background or qualifications, please do not hesitate to call me at _____.

Sincerely,

Professional/Work Supervisor Name

Company Name

Address

Phone number