To,

[Recipient Name]

[Recipient Designation]

[Recipient Company Name]

Date:

**Subject: Endorsement Letter for Employment**

I am pleased to write this letter as I endorse [Eemployee’s Name] to your company. I have known him/her for two years for he /she has worked as a [Endorsee’s Designation] in our company [Company Name].  
  
As a [Sender Designation], I am always inspired and satisfied with his/her hardwork, dedication and devotion towards his/her work. I am impressed with how bright he/she is as an employee. He/she is quite motivated and self confident and I believe that he/she will definitely devote himself/herself for your organization and will play an important role in overall growth of your company.  
  
He/she is quite innovative as well, and has always been open to learning and exploring more and new things for his/her personal and career growth. He/she showed us how articulate he/she is in terms of information and ideas.  
  
He/she is also very approachable and many of his/her colleagues speak highly of him/her. He/she has always been willing to help others and believes in great teamwork.

I am endorsing him/her because I believe that his/her valuable skills and expertise will be your company’s asset. I am confident that he/she will do great in whatever task you put him/her on.  
  
For further inquiries about this brilliant and promising young man/woman, feel free to contact me at this number, [mention Contact Number or email me at [mention Email Address]   
  
Yours Truly,  
  
[Name Of Sender]

[Designation of Sender]

[Company Name of Sender]

[Signature of Sender]