

# RECOMMENDATION LETTER

## Sender Details

## Recipient Details

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Dear \_\_\_\_\_,

This document is a recommendation letter of \_\_\_\_\_.  
\_\_\_\_\_ has been with us for 4 years working as a customer service representative.

I am his/her Team Manager for 3 years and I can assure you that \_\_\_\_\_ has a good work ethic and exemplary customer service skills.

\_\_\_\_\_ has always been a monthly and quarterly top performer in our department and also proactive in terms of helping his colleagues and newly hired employees. \_\_\_\_\_ has a lot of recognition from our department and from the company.

I respectfully recommend \_\_\_\_\_ as an excellent customer service professional. If you need more information, let me know.

Best regards,



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