Hereby, (organisation name) would like to recommend the services as provided by:

Name.………………………………………………………………………………………….

Address.……………………………………………………………………………………….

Function/country/location.…………………………………………………………………..

From.………………………………… until.…………………………………………………

Description of tasks 1. ………………………………………………………………….

 2. ………………………………………………………………….

 3. ………………………………………………………………….

 4. ………………………………………………………………….

 5. ………………………………………………………………….

We are pleased to recommend our

former colleague to whosoever

considers using his / her services and

wish him / her all the best for the

future. Motivation, performance and

skills have been very satisfactory.

(Organisation name)

The representative

Name:………………………………….

Function:………………………………

Signature:……………………………..

Date and place:……………………….

**Note:** when preparing the text for a letter of recommendation, answering the following questions can help you in writing the text.

How did s/he perform in general: adequately/satisfactory/good/excellent? Try to use at least once the description excellent or good, and elaborate on the performance.

In what is s/he best?

How does s/he work: transparently, efficiently, organised?

Is s/he motivated and committed?

Is s/he willing to work overtime if needed?

How does s/he communicate/give feedback on requests?

Is s/he respectful/diplomatic to colleagues/visitors/public in general?

What did s/he learn in our service? What has changed in his/her performance in the last 6 months?

Does s/he master his/her work?

* How is his/her knowledge of English/French/other operational language?
* Does s/he need much explanation or understand quickly?
* How is s/he as a person: quiet, cheerful, serious, motivated, sense of
* humour, interested in learning?
* What about his/her capacity to cope with stress?
* Can s/he adapt easily to changing circumstances?
* What is his/her influence in the office/on the work?
* Is s/he reliable with regard to assignments given?



**It is important to know your organisation policy on who is allowed to write reference letters, whether they can be open (i.e. to whom it may concern) and what level of information can be included.**

**Many organisations may only allow you to put position held and length of service.**