**Lettre de recommandation en anglais**

Nom prénom de l’ancien employeur

Nom de la société

Adresse

Coordonnées (téléphone, e-mail)

Nom prénom du recruteur

Nom de la société

Adresse de la société

À (ville), le (date)

Subject: Reference letter

Dear Sir, Madam,

Having employed (indiquer le nom prénom du candidat) from XXXX to XXXX (indiquer la période d’embauche), I am writing this letter to recommend that you hire this person within your company.

During the entire period they worked under my responsibility, (indiquer nom prénom du candidat) carried out their tasks successfully, consisting of (lister les missions confiées). Within this framework, he/she always showed (lister quelques qualités comme la rigueur, le dynamisme, la volonté… - rigour, a dynamic approach, drive....). As an employer, I never encountered any difficulties when in contact with (indiquer nom prénom du candidat). In fact, the entire staff showed a great deal of enthusiasm as to their presence in our company, always speaking highly of his/her interpersonal skills - ideal for teamwork.

Thanks to this shared professional experience, I am entirely convinced that (indiquer nom prénom du candidat) will prove to be a reliable and serious candidate for the position of (indiquer le poste convoité). He/she will no doubt be a true added value to your company, as they were to ours.

I am of course at your full disposal should you require any further information.

Yours sincerely,

Signature