

[Your Name]
[Your Title]
[Your Company Name]
[Date]

RE: Letter of Recommendation for [Contractor Name]

To Whom It May Concern,

I am writing this letter to formally recommend [Contractor Name] for any future opportunities. [Contractor Name] worked with [Company Name] as a contract worker from [Start Date] to [End Date], specifically assisting our team during a period of high-volume rush processing.

Due to the nature of our industry, we frequently encounter tight deadlines that require immediate action and extreme attention to detail. [Contractor Name] consistently met these challenges with efficiency and accuracy. Their primary responsibilities included [mention 1-2 tasks, e.g., data entry, document verification, or order fulfillment], all of which were completed under significant time pressure.

Key strengths observed during this contract include:

- Ability to maintain high output levels without compromising quality.
- Quick adaptation to our internal rush processing software and protocols.
- Excellent reliability and punctuality during peak operational hours.

[Contractor Name] was a valuable asset to our operations during this critical time. I am confident that their work ethic and ability to handle high-pressure environments will make them a strong addition to your team.

Should you require any further information, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Your Printed Name]