

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

To Whom It May Concern,

I am writing to formally recommend [Candidate Name] for the position of Manufacturing Assembler. During their time at [Company Name] from [Start Date] to [End Date], [Candidate Name] consistently demonstrated exceptional productivity and technical proficiency on our assembly line.

As a Manufacturing Assembler, [Candidate Name] was responsible for [list 1-2 main tasks, e.g., mechanical assembly of electronic components]. They consistently met and often exceeded our daily production quotas while maintaining a high standard of quality and strict adherence to safety protocols. Their ability to work efficiently under pressure contributed significantly to our team meeting critical shipping deadlines.

Key strengths include:

- High output rate with minimal error or rework.
- Quick mastery of complex assembly blueprints and technical diagrams.
- Strong manual dexterity and attention to detail.
- Excellent attendance and reliability record.

[Candidate Name] is a hardworking professional who requires minimal supervision and works well within a fast-paced team environment. I am confident that their work ethic and assembly skills will make them a valuable asset to your manufacturing operations.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]  
[Your Email Address]