

LETTER OF RECOMMENDATION VZOR

Hlavička zaměstnavatele

Letter of Recommendation for (**Vaše jméno**).....

To Whom It May Concern,

I am pleased to have the opportunity to provide reference for (**jméno**).....

I hereby confirm that (**jméno**)..... worked at (**společnost**)..... as a (**pozice**)..... from..... (**datum od kdy**) to ... (**datum do kdy**)....

His/her work included

.....
..... (**hlavní náplň práce + popis činností**).....

He/She was responsible for

.....
..... (**Vaše hlavní zodpovědnost**).....

... (**jméno**)..... has excellent skills in
..... (**Vaše dovednosti**)..... and is an asset to any company that hires him/her and I have absolutely no problem recommending **him/her** to any company.

If you require any further information regarding (**jméno**)..... please do not hesitate to contact me. We wish (**jméno**)..... all the best in **his/her** future endeavours.

Yours sincerely,