**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**Subject: Work from home recommendation letter**

Dear Mr. ABC,

I am writing this letter to recommend that (name of employee) in the department (name of department) should work remotely as it will help the company out and be easy for the employee as well. The employee is qualified and has helped the company out.

(Name of employee) has started working for the company in (tell year). He/she has been able to help the company be a success in different projects like (give the name of the project). By working remotely (name of employee) will not need to commute to work and can spend more time focusing on working.

Please feel free to contact me if you have any questions.

Sincerely,

[Your Name]  
[Designation]  
[Company Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_