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The superintendent recommends fully promoting to the regular Staff Engineer role effective February 26th due to their exemplary performance, skills, and potential value to the company.63%(8)63% found this document useful (8 votes)21K views1 pageThe document is a recommendation memo to promote an employee named to a regular Staff Engineer position in the Instrumentation department. It details that has completed...AI-enhanced title and description If you're a contractual worker who's been with a company for a while and wishes to become a regular employee, writing a letter of intent for job regularization can help you achieve that goal. In this article, we'll provide you with seven examples of such letters and offer tips on how to write a convincing one. A letter of intent for job regularization is a formal letter that expresses your desire to become a regular employee of a company. It should detail your reasons for wanting to make the transition and highlight your contributions to the company so far. While there's no guarantee that you're serious about your job and committed to staying with the company. If you're unsure about how to write a letter of intent, don't worry. There are plenty of examples available online that you can use as a template and edit as needed to suit your situation. Sample Letter of Intent for Job Regularization Examples Dear [Manager's Name], I'm writing to express my desire to continue working with [Company Name] as a regular employee. Now that my contract has ended, I hope to take on a more permanent role in the company and contribute to its growth and success. During my time as a contractual worker, I've learned a lot about the opportunity to work with the team on a long-term basis and develop my skills further. Thank you for your time and consideration. I look forward to hearing from you soon. Sincerely, [Your Name] Dear [Manager's Name], I'm writing to express my interest in becoming a regular employee of [Company Name]. As you know, I've been working as a contractual worker for the past [time period] and have grown to love the company and my role here. However, I feel that I've reached the limits of what I can do as a contractual worker and am ready to take on more responsibility and advance my career. I believe that becoming a regular employee will give me the opportunity to grow within the company and contribute to its success. Thank you for your time and consideration. I look forward to hearing from you soon. Sincerely, [Your Name] Dear [Manager's Name]. Over the past [time period], I've had the privilege of working with an amazing team and contributing to the growth and success of the company. I believe that I've become a valuable member of the team and have shown my commitment to the company's goals and values. I'm eager to continue working with the team and taking on more responsibility as a regular employee. Thank you for your time and consideration. I look forward to hearing from you soon. Sincerely, [Your Name] Dear [Manager's Name], I'm writing to express my desire to become a regular employee of [Company Name]. As a contractual worker, I've had the opportunity to work with an amazing team and contribute to the company's success. I believe that I've shown my commitment to the company's goals and values and have been a reliable and hardworking employee. I'm eager to continue working with the team and help the company achieve even greater success as a regular employee. Thank you for your time and consideration. I look forward to hearing from you soon. Sincerely, [Your Name] Dear [Manager's Name], I'm writing to express my loyalty to [Company Name] and my desire to become a regular employee. Over the past [time period], I've grown to love the company and the work that we do here. I believe that becoming a regular employee will allow me to contribute even more to the company's success and growth. Thank you for your time and consideration. I look forward to hearing from you soon. Sincerely, [Your Name] Dear [Manager's Name], I'm writing to express my interest in continuing my services with [Company Name] as a regular employee. As you know, I've been working as a contractual worker for the past [time period] and have enjoyed the work that I do here. I believe that becoming a regular employee will allow me to continue providing my services to the company and working with the amazing team that I've come to know and love. Thank you for your time and consideration. I look forward to hearing from you soon. Sincerely, [Your Name] and my desire to become a regular employee. As a contractual worker, I've had the opportunity to work with a great team and contribute to the growth and success of the company. I believe that becoming a regular employee will allow me to fully invest in the company and work towards its long-term goals and success. Thank you for your time and consideration. I look forward to hearing from you soon. Sincerely, [Your Name] Tips for Writing a Convincing Letter of Intent for Job Regularization If you're planning to write a letter of intent for job regularization, here are some tips to help you make it as convincing as possible: Highlight your contributions Emphasize the ways in which you've contributed to the company's success and how your skills and experience make you a valuable asset to the team. Use specific examples to illustrate your points. Explain why you want to become a regular employee. Describe the benefits of becoming a regular employee, such as job security, benefits, and long-term career growth opportunities. Show your commitment Use language that demonstrates your commitment to the company and your eagerness to continue contributing to its success. Highlight your willingness to take on additional responsibility and be an active member of the team. Frequently Asked Questions Can I write a letter of intent for job regularization even if my contract hasn't ended yet? Yes, you can. It's never too early to express your desire to become a regular employee and start the conversation with your employer. However, make sure that you've been with the company for a reasonable amount of time and have demonstrated your skills and commitment before making your request. What should I do if my request for job regularization is denied? If your request is denied, don't be disheartened. Ask your employer for feedback on how you can improve your skills and increase your chances of becoming a regular employee in the future. You can also ask for other opportunities within the company or start looking for other job opportunities that align with your career goals. Should I include my salary expectations in the letter of intent? No, you shouldn't. The purpose of the letter of intent via email? Yes, it's appropriate to send a letter of intent via email, especially if you work remotely or don't have the opportunity to meet with your email is professional and well-written, and that your email is professional and well-written, and that your email is professional and well-written, and that your follow up with a phone call or in-person meeting if necessary. How long should the letter of intent be? The letter of intent should be concise and to the point, but long enough to convey your message. Aim for 300-500 words or two paragraphs. Should I mention my reasons for wanting to stay with the company in the letter of intent? Yes, you should. Use the letter of intent as an opportunity to express your loyalty to the company and your commitment to its goals and values. Be specific about why you want to stay with the company and what you hope to achieve as a regular employee. Conclusion Writing a letter of intent for job regularization can be a daunting task, but with the right guidance, it can be a straightforward and effective way to express your desire to become a regular employee. Use the examples and tips in this article to craft a convincing letter that showcases your skills, experience, and commitment to the company. A formal letter used in the U.S. banking system to support an individual's or business's application for opening a bank account.find out moreA U.S.-compliant formal business document written by a supervisor providing professional evaluation and endorsement of an employee's capabilities and character.find out moreA formal character testimony document submitted to U.S. courts that provides evidence of a defendant's character and reputation in legal proceedings.find out moreA U.S.-compliant employee's scholarship application with professional endorsement and performance assessment. find out more A formal academic reference document used in U.S. institutions to evaluate doctoral candidates qualifications and potential. find out more A formal endorsement document used in the U.S. to validate an individual's professional or academic capabilities, subject to federal and state regulations.find out moreA formal U.S. academic document providing professional evaluation of a student's capabilities and character for educational applications and interest in a specific role.find out moreA formal U.S. legal document facilitating the transfer of an immigration matter between professionals, subject to federal immigration laws and professional ethics requirements.find out moreA formal employment that validates work history and performance, compliant with U.S. employment laws.find out moreA FERPA-compliant U.S. recommendation letter evaluating a research student's academic and research capabilities find out more formal academic recommendation letter from a professor for a PhD student, following U.S. academic standards and FERPA compliance find out more formal employee endorsement for an employee's academic pursuits, following U.S. employment and privacy regulations. find out moreA formal academic reference document used in U.S. institutions to evaluate candidates for assistant professor positions, complying with federal employment regulations. find out moreA formal academic reference document used in U.S. institutions to evaluate candidates, complying with FERPA regulations.find out moreA formal document used in the U.S. that verifies and evaluates an IT professional's skills, experience, and performance in their previous role.find out moreA formal U.S.-compliant recommendation letter supporting a candidate's application to MBA programs, highlighting their qualifications and potential.find out moreA formal letter used in the US rental market to verify a prospective tenant's reliability and rental history and reliability and rental history. Find out moreA formal letter providing professional endorsement of a student's qualifications and structured according to American academic standards and FERPA guidelines.find out moreA U.S.-compliant formal document providing professional endorsement of a candidate's qualifications, skills, and character for employment or academic opportunities.find out moreA formal letter submitted to USCIS that vouches for an applicant's character and suitability for U.S. citizenship, complying with federal immigration requirements.find out moreA formal character and conduct.find out moreA formal endorsement letter for a female candidate in the US, complying with privacy and vouching for a nanny's qualifications, character, and work performance.find out moreA formal letter providing verification of a tenant's rental history and character for prospective landlords.find out moreA formal academic endorsement letter providing verifications, character for prospective landlords.find out moreA formal 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ContentsWhat is a letter of recommendation for an employee? Types of employee letters of recommendation How to write an effective letter of recommendation for employees over the years. This formal document that is used to demonstrate a candidate's desirable qualities and skills is an employer and request a recommendation letter to get another perspective on their work ethic, habits and proven performance. As an HR professional, you may be asked to write a letter of recommendation because you can connect with different managers and colleagues across the organization to gain a full picture of a former employee. You may also be asked to provide managers or supervisors with guidance around the different types of reference letters and what should be included in them in order to communicate effectively on the individual's behalf. If you can write a positive recommendation for a former employee because they added value to your organization and displayed the skills and values you admire, it's always a good idea to take the opportunity to help them out: If the employee is worth a glowing reference letter, there is a strong likelihood your organization may want to hire them back in the future. Providing a great letter of recommendation ensures you maintain a strong relationship with them. Similarly, excellent employees tend to associate and network with individuals similar to themselves - individuals you want them to speak highly to about your employee a good offboarding process when they leave. This will not only give the employee a good offboarding experience, but it will build your employer branding. At some point in the employee journey, employees will leave your organization. Successfully managing offboarding is an important responsibility of HR professionals. In AIHR's HR Generalist Certificate Program, you'll learn how to manage voluntary turnover and how to successfully managing offboarding is an important responsibility of HR professionals. offboard your employees. This self-paced, online program also teaches you how to to create workplaces that make people want to join and stay. Most letters of recommendation have similar elements. They include: The role the employee held The duration of employees. This self-paced, online program also teaches you how to to create workplaces that make people want to join and stay. contact information, in case a follow-up is required. In this guide, we have provided template and provided te also ensure you deliver a valuable document to a former employee. However, a great reference letter is only as good as the details it contains. To write a great letter of recommendation, keep the following top of mind while you work through the templates: Flesh it out. Always give context to each of your examples. This will make the candidate learn from the paper. Be flexible. Templates are a guide - they are not set in stone. Use what works for your business and the former employees themselves. Be honest. Not only do you have your own brand to protect, but you won't be doing a candidate any long-term favors if you over-embellish their skills. Be targeted. If you know which business or position a former employee is applying for, reference it, as well as why their experience and skills could add value to the role or company (and again, give examples). A character letter of recommendation, also known as a personal qualities. Character reference letters are usually written by personal acquaintances, such as friends or family members, while normal or professionals. In addition, professional reference letters are generally used when applying for a job, whereas character reference letters may be required for personal or legal matters, such as court hearings, visa applications, or emigration processes, or adoption procedures. Say who you are writing about. Be personal attributes, ethics, and values, and offer examples. Address the reason for the letter. Character letters are required for very specific purposes, so make sure you reference why the letter is needed and why the reader should care about the letter's subject. A standard letter of recommendation, often referred to as a professional or employment reference letter, provides an assessment of a person's work-related qualifications, it is worth repeating. Use formal titles and professional language, and remember that you are representing yourself and the company you work for. Introduce yourself and the candidate. It's important the reader knows who you are, your role and in what capacity you know the candidate. Be brief but ensure you give your reader the key details they need. Focus on relevant skills and achievements. What skills and accomplishments are relevant to the position or opportunity the individual is seeking? Use specific examples to illustrate their strengths and how they have contributed to projects or tasks. Be specific and include anecdotes. The more detailed, the better. Stating an attribute or skill will never be as powerful as showing how that skill added value in a real-world work example. This adds credibility to your recommendation and gives the recipient a better understanding of the candidate's values and abilities. Keep it concise and focused. A good letter of recommendation should typically be no more than one page, two at most. Stick to the most important and relevant points to keep the recipient's attention, even though you are adding details. Emphasize the candidate's potential. By highlighting the candidate's potential for growth and success in the new position, you are demonstrating your confidence in their ability to adapt and excel in different situations. A recommendation letter for promotion is a written internal endorsement provided by a supervisor, manager who is recommending the promotion or a department or leadership team that has identified the individual as a potential candidate and requested the letter. The primary difference between a recommendation letter for promotion and a general letter of recommendation is the context. A promotion recommendation letter specifically focuses on the employee's contributions within the organization, their readiness for increased responsibilities, and how they have demonstrated their potential to excel in a more advanced role. Highlight accomplishments and successes. Your reader understands the role's needs and the organization, so quantify contributions where possible, including where efficiencies improved or revenue increased. Discuss professional growth and development. Promotions are usually offered to individuals whose skill sets are growing and who have ambitions to accomplish more or offer more to the business and its customers. Highlighting the employee's commitment to professional growth and development will show they are ready to take on a new role and will keep developing within the new position. Address the potential for success. Provide examples of the employee's adaptability, resilience, and ability to handle increased responsibilities to show that they will succeed in this particular role. A simple letter of recommendation is not required because the context is far more informal than a job application. Simple letters are more suitable for informal settings, such as a recommendation for a volunteer opportunity or club membership. However, within a professional setting, a simple letter is used to confirm the employment details of an individual without providing an assessment of their performance or abilities. This could be because details have not been requested or are not required - the employer only wants confirmation that the candidate worked at an organization in a specific role and for a verifiable salary. Another reason for a simple letter is if an HR professional has been asked to supply a letter of reference but because the person's performance was poor, they do not wish to endorse the candidate's values or abilities. In these cases, it is best to focus only on factual details. Stick to the facts. Include the former employee's job title, the period they worked for the organization, and their key responsibilities. Do not editorialize. Avoid making any judgments or assessments about their performance, as doing so might negatively impact their chances in future opportunities or lead to legal action if an individual believes they have been unfairly portrayed, potentially causing damage to their reputation or career prospects. If you are interested in helping a former employee stand out from the crowd, here are 6 steps to writing a powerful letter of recommendation. Unless you are writing a character letter of recommendation, use a professional format that includes your contact information, the date, and the recipient's address, name, and job title (if you know them). If the letter is written in anticipation of a job application, your details and the former employee's details are enough. Keep your language professional and informative, avoid jargon or slang, and use a professional font, such as Arial, Calibri, or Times New Roman, that is easy to read. Remember, your goal is to offer a positive impression of the candidate, and a professional, easy-to-read letter will go a long way toward achieving just that. Even though the letter of recommendation is not about you, in a crucial way, your credibility lies at the foundation for the candidate, and why you are offering this reference letter. Think of this as the 'meat' of the letter of recommendation. This is the content the recipient is really interested in. The details you include will help the reader gauge whether the employee suits the role and the organization's culture. Success lies in the details. Anecdotes will not only show that you had a professional relationship with the candidate, but they are an excellent and memorable way to illustrate the candidate's skills and qualities. This can also help add validity to any details or information the former employee might have already shared with a potential employer. End your letter by restating your confidence that the candidate will add value to future employers and in their new role. Offer contact details and invite the recipient to contact you for further information. Finally, close off with a salutation and add your name and title at the end of the letter. This is an essential step. A document filled with errors (or with only a few typos) looks extremely unprofessional and will damage your professionalism and the credibility of the former employee you are trying to help. Conversely, an error-free document with the correct format and spelling shows you care about the potential liabilities. As an HR professional, it is within your mandate to be aware of these considerations and to take appropriate measures to minimize risks. These risks include: Defamation occurs when someone makes If an individual believes you have made a false statement that damages their reputation, they could sue for defamation Discrimination. Most countries have laws protecting individuals from discrimination in the workplace. This includes being treated unfairly based on certain characteristics, such as gender, race, age, religion, or disability. Avoid any discriminatory remarks or biases that could lead to unequal treatment. Instead, focus on the employee's job-related clear guidelines and policies for writing letters of recommendation within the organization. Address potential legal risks and provide guidance on how to write fair, accurate, and legally compliant letters. Encourage a culture of open communication between HR and managers and let managers know that as an HR professional, you can provide templates and review drafts of letters of recommendation. Speak to your legal department and draft recommendation letters that involve sensitive information or jour company has a policy that prohibits providing references, it is far better to politely turn down a request for a letter of recommendation. It is better not to write a reference letter at all than to write one that expresses anything less than full confidence in the employee. Similarly, you do not want to be untruthful - it will come out and could damage your employer brand. Remember, you are never obligated to give someone a reference. If you are concerned about offending an individual because you cannot give them a letter of recommendation, you can politely and diplomatically decline the request in the following ways: If you do not know the person well: "I'm sorry, but I do not feel I have worked with you long enough or know you well enough to provide you with an accurate and thorough recommendation." If you do know the person well: "Thank you for asking me to write you a letter of recommendation. I do not feel I am the best person to write you a recommendation, but perhaps you can ask [name someone who may feel more comfortable.] If there was a performance issue: "I appreciate your request for a reference letter, however, due to some performance concerns while you were employed with [company name], I do not believe we are best placed to provide you with one. I wish you the best of luck in your future endeavors." If your company does not allow letters of recommendation: "Unfortunately, we have a policy preventing letters of recommendation. However, I can supply a simple reference letter that confirms your employment history and responsibilities, and I will include that it is our policy not to provide letters of recommendation." If the request was for confidential information: "Thank you for your reguest. reaching out regarding [former employee's name]. I am able to confirm that [former employee's name] worked at [company name] from [start date] and the position they held at our company. However, due to our company policy and confidential inquiries. Building a culture that supports writing positive letters of recommendation for great employees is a powerful tool for a number of reasons. Within the organization, it shows employees that their managers and HR are paying attention to how they work and the value they bring to the business. For former employees, they are a way to maintain relationships, build your employer brand and encourage past employees to speak highly of your company. Using the templates we have provided, you can build a useful reference letter library and train managers and supervisors, you will likely need to write a reference letter for an employee from time to time. During a job search, having the endorsement of a previous supervisor can be very helpful in landing a new position. Using sample letters can help you as you write your own. On the other hand, if you don't feel that you can honestly strongly endorse this person for the position, or if your company has a policy that prohibits providing references, you should politely turn down their request for a reference. It is better not to write a glowing, positive recommendation for a former employee, it's always a good idea to take the opportunity to help them out. 1. Get the specifics. When a former employee asks you to write a reference letter for them, they should provide you make your letter specific and complete. If it's been a while since they worked for you handy and can see what skills they have added since then. A job description or job posting for the type of position they are applying for is also helpful. If they have the name of the hiring manager, they should let you know that as well. 2. Follow the correct format. If you are sending your letter in a business format, you'll begin with your contact information, followed by the date and the hiring manager's contact information. Your salutation should be followed by the body of your letter, where you will begin with how long you have known the candidate and in what capacity. You can then elaborate on their skills, strengths, and experiences that make them an exceptional employee. It can be helpful to use anecdotes and specific achievements to highlight the attributes that will be most applicable to the position they are seeking. In your closing, mention your confidence in your candidate, and offer your strong recommendation for them in the position. Thank the hiring manager for their time, and let them know you are available for clarification or further guestions, should they have any. Your contact information should follow your name if you are sending an email, and it's not in the heading. 3. Send an email when appropriate. Sometimes, an employee will ask you for an email reference (especially if time is of the essence). In this case, follow the proper business letter format but omit the address paragraphs. Your subject should contain the person's name you are recommending, a mention that this is a reference for HR Assistant. The following is an example of a recommendation letter written by a manager for a former employee. It contains information on the person's qualities, attributes, and effectiveness on the job, as well as a strong recommendation for future employment. Download the letter template (company 717 Calhoun StreetFarmington, CT 12112March 21, 2024Victoria ChenAccount ManagerNSI, Inc.123 Miles RoadHartford, CT 54321Dear Ms. Chen, It is my pleasure to recommend Laura Woods for employment with your organization. I have been consistently impressed with Laura's attitude and productivity during the time that she has worked in the office. Laura is both very bright and quite motivated. I am confident she will devote herself to a position with a high degree of diligence. She is a quick learner and has shown the ability to digest large volumes of information. Ms. Woods has demonstrated the ability to articulate information and ideas in both verbal and written forms. Laura has also been effective in her efforts to engage the media we reach out to. She has been able to write interesting press releases and articles and convince editors to publish those pieces. Ms. Woods is willing to take risks. She will reach out to people and involve them with projects. I particularly appreciate Laura's willingness to take the initiative to help the office serve its constituents more fully. I recommend Ms. Woods without reservation. I am confident she will establish productive relationships with your staff and constituents. Please let me know if you need additional information about this outstanding young woman. Sincerely, Signature (hard copy letter) Raymond Rodriguez Review examples of letters of recommendation and get free templates to download, including letters for employee's resume and the job posting so that you can write a detailed letter endorsing them. Share examples to highlight the person's most relevant attributes. Offer to provide further information or clarification in the conclusion of the letter. If you're not comfortable providing a recommendation, it's better to decline politely. Thanks for your feedback!

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