

## Recommendation Letter Template

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To Whom It May Concern,

My name is *[your name]*, and I am the nurse manager of the medical-surgical unit at *[your facility]*. I have supervised Sonja Lorensen for the past eight years and have consistently been impressed with her commitment to providing high-quality nursing care to our general surgery and orthopedic surgery post-op patients, among others. It is my pleasure to recommend her for a position on your SICU nursing team and I am certain that she would be a positive addition to your facility.

Sonja came to our unit as a new graduate and quickly adapted to our policies and practices. She has an exceptional drive to master new skills, especially in the areas of technology and specialized equipment. Four years ago, Sonja volunteered to co-lead a technology integration committee to help staff adapt to new telemetry monitoring options. In that capacity she has worked with our nurse educator to provide staff training on various other new equipment-related protocols and her participation and enthusiasm has been invaluable to our nursing team.

Sonja's recent Trauma Nursing Core Course (TNCC) certification exemplifies her dedication to professional development and has enhanced her ability to provide comprehensive care to patients with multiple injuries and complex psychosocial needs.

As a manager, I am often called in to work with patient families after there is a death, and on the occasions when Sonja is the primary nurse I am consistently impressed by her ability to help family members begin to process grief. She conducts herself with a high level of integrity and professionalism, and serves as a role model to all our staff.

I believe that Sonja's eagerness to learn new skills, affinity for technology, and compassionate nature make an ideal fit for the intense demands of critical care. It has been a pleasure to work with her over the past eight years. I highly recommend her for your ICU nursing position.

Please contact me if you have any questions about Sonja's time on our unit. I would be happy to discuss the matter further.

Best regards,

*[Your name and credentials]*

*[Place of employment]*

*[Contact Details: Email address and phone number]*