[INSERT THE DATE OF SENDING]

[INSERT THE NAME OF THE DESIRED RECIPIENT]

[INSERT THE MAILING ADDRESS]

[INSERT THE POSITION OF THE DESIRED RECIPIENT]

**Recommendation Letter: [INSERT THE NAME OF THE APPLICANT]**

Dear Mr. [INSERT NAME OF THE DESIRED RECIPIENT],

Good day. I am Mr. [INSERT THE NAME OF THE SENDER], the Human Resource Manager of [INSERT THE NAME OF THE COMPANY]. I am writing this letter to inform you and make a great recommendation for an employee above mentioned.

I recommend without any reservation [INSERT THE NAME OF THE APPLICANT] as a possible and qualified candidate for the available position in your company. [INSERT THE NAME OF THE APPLICANT] was utilized by our company as [INSERT NAME OF THE POSITION PREVIOUSLY HELD] from [INSERT EMPLOYMENT DATES]. He was basically assigned to [INSERT THE JOB DESCRIPTION AND RESPONSIBILITY].

[INSERT THE NAME OF THE APPLICANT] has talents that can surely maximize production. What's more, he is to a great degree dependable, smart, and very proficient. He can work freely and can guarantee that the activity he works on is completed on time. He is a team player and is willing to take any venture assigned to him. He has been very eager to volunteer to aid different zones of organization tasks too. He is an imaginative and committed employee who reliably outperformed his portions.

I believe that [INSERT THE NAME OF THE APPLICANT] would be a huge asset to your company. It is my desire that he finds an organization with the assets to help him solidify his craftsmanship.

Sincerely Yours,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

**Signature**