**RECOMMENDATION LETTER FOR JOB**

To,  
Raymond Levy  
Ap 7006 Risus St.  
Beaumont New Mexico 73585

Subject:

Respected Raymond Levy,

The letter is to bring to your notice that, I Hedley Ingram working as ------ **(mention the job title)** glad to recommend ------ **(mention the name of the person)** for the promotion. The position applied is ------ **(mention the designation)**.  
I have been working with him her since ------ **(mention time)** and we have worked together on several projects including -------- **(mention the projects)**.  
When he/she joined as a ----- **(mention the initial designation)** and is now working as ------ **(mention the present designation)** and have been consistent in work and performance. He/she is handling a team of ------- **(mention the members)** and all the members of the team have appreciated the way the team is handled and has been great in handling all the pressure.  
With all the skills, knowledge and will-power, I strongly recommend him/her for this promotion. You can contact me anytime to get any further detail or clarification about him/her.

Thanking you,  
With Regards  
**(Your Signature)**  
Hedley Ingram  
Designation  
Company Name