Referrer's Name  
Referrer's Designation in his organization  
Referrer's Organization's Address  
Referrer's Official Phone Number  
Referrer's Official Email Address  
  
Date  
  
To Whomsoever it May Concern  
  
It gives me great pleasure to recommend [Employee's Name] for the job posting in your company. He joined my company as a fresher 6 years ago, and since then, has displayed excellent levels of commitment, respect, and dedication towards his duties.  
  
Recently, he led a team of 10 members of our media house in preparing an important documentary that garnered the attention of various entertainment channels. He has excellent decision-making abilities and has been phenomenal in maintaining the quality of work that our media house is known for. When it comes to handling pressure situations, he has always proven his deftness in managing tough situations. Endowed with good leadership skills and a commitment to excellence, he has always been a hard worker, and is also known to be a soft-spoken and polite person.  
  
The management has always appreciated his behavior, time management skills and etiquette. I firmly believe that he will prove to be an asset for your organization, and his ideas and proactive measures will definitely help your firm.  
  
You can contact me if you have any questions, and I will be glad to help.  
  
Yours Sincerely,  
  
(Signature)  
Referrer's Name