[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 manager of [INSERT THE NAME OF THE COMPANY]. I am writing this letter to inform you and make a great recommendation for a friend above mentioned, whom I know professionally because of dealing with him at work.

I exceedingly prescribe [INSERT THE NAME OF THE APPLICANT] as a possible and qualified applicant for the available position in your company. [INSERT THE NAME OF THE APPLICANT] was utilized by his previous company as a [INSERT NAME OF THE PREVIOUS JOB TITLE] from [INSERT EMPLOYMENT DATES]. He was in charge of [INSERT THE JOB DESCRIPTION AND RESPONSIBILITY] under my professional supervision.

[INSERT THE NAME OF THE APPLICANT] has great work abilities. What's more, he is to a great degree very efficient and thoroughly dependable. He can work perfectly even without supervision, is very adaptable and willing to take a shot at any work handed to him.

I believe that [INSERT THE NAME OF THE APPLICANT] would be a huge advantage for your organization and thus, has my most noteworthy recommendation. It is my desire that he finds an organization with the assets to help him grow further in the most productive way possible.

Sincerely Yours,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

Signature