[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], CEO of [INSERT THE NAME OF THE COMPANY]. I am writing this letter to inform you and make a great recommendation for my manager who is applying in your company.

I exceedingly prescribe [INSERT THE NAME OF THE APPLICANT] as a possible and qualified applicant for the available managerial in your good company. [INSERT THE NAME OF THE APPLICANT] was hired by our company as a General Manager from [INSERT EMPLOYMENT DATES]. He was in charge of [INSERT THE JOB DESCRIPTION AND RESPONSIBILITY].

[INSERT THE NAME OF THE APPLICANT] has great relational abilities. What's more, he is to a great degree composed, dependable and very proficient. He can work freely and can guarantee that any tasks and responsibilities are completed. He is adaptable and willing to take a shot at any venture that is doled out to him. He is an imaginative and committed manager who reliably outperformed his co-managers.

I believe that [INSERT THE NAME OF THE APPLICANT] would be a huge resource for your organization and has my most noteworthy proposal. It is my desire that he finds an organization with the assets to help his ability to further solidify his managerial craftsmanship.

Very Truly Yours,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[CEO/ INSERT POSITION NAME]

Signature