{Your address}

{City, State, Zip}

{Date}

{Recipient}

{Recipient's address}

{City, State, Zip}

To Whom It May Concern:

It gives me great pleasure to recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for employment. He has been working under my supervision in our executive customer service department for six months.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was initially hired two years ago as an entry-level customer service representative in our call center, where he handled incoming calls from users having questions about our array of cleaning products. Within a few weeks, it became obviously that \_\_\_\_\_\_\_\_\_\_'s natural skills set him apart from his peers, and he was promoted.

Six months ago, when I was seeking to fill a position in the executive customer service department, \_\_\_\_\_\_\_\_\_\_\_\_'s immediate supervisor recommended him. It was their loss, as I have never been more pleased with a hire.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ gives new meaning to the term "multitasking." He can follow up on several issues at once, all the while displaying admirable patience and people skills. He has also suggested several ways to improve our customer service model, and we later adopted his ideas.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will go far in whatever field he chooses. It was inevitable that he would move on, but I am disappointed nonetheless. The company that snags him should consider itself lucky indeed.

Sincerely,

{Name}