Dear (staffing officer name),

I am recommending Mr. X as suitable for your company (organization name). Mr. X has worked with me as a (former position held) for over (number of years or months) years, his regular performance was ineffable and outstanding. He boasts a professional and standard knowledge of timely executing complex projects, supervising, leading his team and gearing them towards a successful outcome.

His strategic traits coupled with his exemplar personality has been taken after by most staffs in the organization therefore making him an essential and intellectual paragon. He is also an adept of comprehensive and logical supervision as well as communication.

I vow that he wouldn’t just bring but add more values to your organization and i also entrust him for whatever career trajectory of choice he takes on. Should you have further questions or need some clarity, do not hesitate to contact me.

Yours truly,

Signature