Name Here

Main St. Company

123 Main St.

Philadelphia, PA 19103

example@email.com

January 4, 200X

Mr. Recipient

Manager

Acme Company

456 Main St.

Philadelphia, PA 12345

Dear Mr. Boss,

It is my pleasure to recommend (Employee’s name), his performance working as a consultant for Main St. Company proved that he will be a valuable addition to any company.

I have known (Employee’s name) for two years in my capacity as Assistant Manager at Main St. Company. (Employee’s name) worked for me on various projects as a consultant, and based on his work, I would rank him as one of the best consultants we have ever had.

If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me.

Yours Sincerely,

Name Here

Assistant Manager