[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 Human Resource Manager of [INSERT THE NAME OF THE COMPANY]. I am writing this letter to inform you and make a great recommendation for the above-mentioned applicant.

I exceedingly prescribe [INSERT THE NAME OF THE APPLICANT] as a possible and qualified applicant for the available position in your good company. [INSERT THE NAME OF THE APPLICANT] was utilized by our company as [INSERT NAME OF THE POSITION PREVIOUSLY HELD] from [INSERT EMPLOYMENT DATES]. He oversaw [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 to complete any task assigned to him. He is adaptable and willing to take a shot at any venture that is doled out to him. He rushed to volunteer to aid different zones of organization tasks, too. He is an imaginative and committed employee who is very reliable.

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 him further hone his ability for education craftsmanship.

With great thanks,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

Signature