[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], an employee of [INSERT THE NAME OF THE COMPANY]. I am writing this letter to inform you and make a great recommendation for my co-worker.

I highly recommend [INSERT THE NAME OF THE APPLICANT] as a very good and qualified applicant for an available position in your company. [INSERT THE NAME OF THE APPLICANT] has been employed by our company as [INSERT NAME OF THE POSITION PREVIOUSLY HELD] from [INSERT EMPLOYMENT DATES]. He was in charge of [INSERT THE JOB DESCRIPTION AND RESPONSIBILITY].

[INSERT THE NAME OF THE APPLICANT] has excellent abilities and can relate well with everyone. What's more, he is quite composed even under pressure, dependable and very proficient. He can work freely and is very adaptable and willing to take a shot at any task assigned to him. He is very proficient in different zones of organizational tasks too. He is an imaginative and committed employee who can always be relied upon.

I believe that [INSERT THE NAME OF THE APPLICANT] would be a huge contribution to your organization and comes highly recommended. It is my desire that he finds an organization with the assets to help him grow professionally.

Very Truly Yours,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

Signature