To,

HR Manager

Buckingham, UK.

**Subject:** Personal letter of recommendation

Respected Sir,

I, Steve Hayden, sales manager of Dreams Enterprises Limited, am writing this letter to personally recommend Mr. Harry Bob for the job post of sales executive at Tribute Enterprises Limited. With this letter, I would like to bring to your kind notice that I have personally known him for the last 5 years and he has worked under my immediate supervision with utmost sincerity and dedication.

Mr. Harry was always appreciated for his patience, regularity and sincerity towards his work. All through his employment at Dreams Enterprises Limited, he has worked to ensure success and growth of the sales department. He is flexible when it comes to working with the rotational shifts, has good communicational skills and problem solving abilities, and possesses demonstrative abilities to execute effective sales measures and plans.

I am confident that Mr. Harry would prove to be a positive addition to your esteemed company and I have no hesitations in recommending him for the said post.

Thanking you.

Sincerely,