[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],

I am writing to give a proposal of recommendation for [INSERT NAME OF THE APPLICANT] as he is looking to be hired as a [INSERT THE NAME OF THE DESIRED POSITION]. As his supervisor for many years. I've worked extensively with him in an everyday premise. I'm sure that he is prepared to change into a position of authority.

Being very energetic, conferred, career driven and true, his endeavors have demonstrated to be advantageous for the development of our association. Employees working in his group are tremendously happy with the sort of preparation and direction they have gotten from him. I have support for him after knowing and considering all the potential he has.

[INSERT NAME OF THE APPLICANT] has worked in a testing situation and has never neglected to finish his work inside the stipulated due dates. It's my pleasure to prescribe him to this regarded position.

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 develop his talents.

With great thanks,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

Signature