

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email  
Date

Name of Addressee  
Company  
Address  
City, State, Zip Code

Dear [Name of Addressee]:

I am writing to you with a letter of recommendation for [name of applicant], whom I believe will make a good addition to your [department] at [name of company]. He is a person with positive values, characteristics, and work ethics, all of which I believe are things that good employees should aspire to have.

I have known [name of applicant] since he began working at [your company]. For as long as he had been working here, he has shown himself to be a very good employee. Not only does his character and personality shine through, he also proved himself to be more than capable at his job. In fact, he has consistently exceeded company expectations. It is with this observation that I am recommending him for the position of [position applied for]. Our company's loss is truly going to be your gain.

[Add quick background about the applicant, including education and employment background if applicable]. Because of his professionalism and hardworking nature, I believe that he will show the same enthusiasm at your company as he did with ours. With this sincere recommendation, I hope that you will consider [name of applicant] for the position. Should you have any more questions regarding his application, please do not hesitate to contact me at [insert contact details]. Thank you for your time and may you have a nice day ahead.

Sincerely,  
Your name and signature

# Recommendation Letter For Management Position

**Peipei Pang**



## **Recommendation Letter For Management Position:**

How to Write Successful Letters of Recommendation Kimberly Sarmiento, 2014-12-22 Letters of recommendation are a part of every standard school or job application As an employer professor colleague peer or friend chances are that at one point or another you will be asked to put a person on paper and every word counts How to Write Successful Letters of Recommendation is your one stop source for painting the perfect picture in just one short letter You will learn everything you need to know about writing the perfect letter of recommendation that will get your friend colleague or student accepted or hired The most effective letters of recommendation are accurate succinct descriptive and powerful and include realistic evaluations of performance and capability With ideas about how to start your letter and topics to include this complete guide will teach you how to do just that as you construct the perfect letter from start to finish Outlined in ten easy steps this complete guide gives you the tools you need to write reference letters that your employees colleagues students and friends will appreciate This book is filled with tips and tricks for personalizing the letter and making your friend student employee or coworker shine With a word bank of powerful phrases and descriptive words you ll have everything you need to make your letter stand out at your fingertips Sample letters of recommendation are also included along with explanations of why each one is effective and tips for replicating these letters in just minutes You will learn about the different types of recommendation letters from employment to academic to volunteer and how to direct your letter to the appropriate audience You ll even learn what to do if someone you haven t worked with closely asks you to be a reference or how to deal with being asked for hundreds of recommendations at once This exhaustively researched book will even teach you how to politely avoid writing letters for those people you aren t quite comfortable recommending The Companion CD ROM is filled with templates examples word banks and worksheets so that you can easily learn to verify experience confirm competence build credibility and bolster confidence with just a simple letter A recommendation is more than just a letter it s often make or break in a candidate s application for school volunteering or employment With the step by step instructions and writing guidelines in this book you will learn how to write introductions opening statements the body including a well written vivid assessment of character and work ethic and a strong conclusion This new book will also teach you how to appropriately sign your letter and will provide you with tips of re reading and editing it to make sure you gave an effective recommendation We spent hundreds of hours interviewing high school teachers college professors employers and more who have nailed the art of composing effective communications With How to Write Successful Letters of Recommendation your employees colleagues students and friends will see you as their go to source to helping them succeed in their next big venture **Human Resource**

**Management in Public Service** Evan M. Berman, James S. Bowman, Jonathan P. West, Montgomery R. Van Wart, 2012-03-28 Effective human resource management is a critical function in today s public workplace and this book provides students and practitioners with the tools to succeed in public sector management **Resource Management** , 2005 A Manager's

Guide to Employment Law Dana M. Muir, 2003-06-03 Managers at all levels are constantly challenged to do more with fewer employees to motivate diverse groups of people and to face up to tough people problems in their workforces An important key to managers success is accomplishing these goals while protecting themselves and their companies from legal liability Yet some in management tend to blame legal requirements for hindering progress toward solving problems U S law however provides managers with broad discretion in many employment situations and in most cases helps ensure that managers perform their essential functions in a way that is fundamentally fair while still supporting company goals A Manager s Guide to Employment Law will help managers make day to day decisions on how best to manage their employees and handle issues of legal liability Expert author Dana Muir identifies the subtle and unnecessary mistakes managers make that cause legal headaches and shows how becoming familiar with basic principles of employment law will enable them to develop an internal compass to help make the right decisions Each chapter focuses on legal concepts of broad application in today s workplace providing real examples of problems managers face and offering strategies for addressing those problems *Executive Branch Action on Recommendations of the Commission on Government Procurement* United States. General Accounting Office, 1975 **Managing Science** Ken Peach, 2017 This book introduces the reader to some of the techniques of leadership and management with a pragmatic approach to managing scientific research and scientists engineers and technicians that engage with it The approach is conversational with anecdotes and practical examples The Government Manager's Guide to Plain Language Judith G. Myers PhD, 2013-07-01 The ability to write well correlates highly with the ability to think well to analyze information weigh alternatives and make decisions Government managers must make instructions and policies clear to employees give effective presentations and communicate effectively with the public In addition government managers must model clear effective writing for their staffs A comprehensive chapter on using social media effectively and appropriately is included **The McGraw-Hill Handbook of Business Letters** Roy W. Poe, 1991-09 Bigger and better than ever this new edition of The McGraw Hill Handbook of Business Letters packs more than 300 ready to use business letters and memos Poe includes sample letters which supply the language tone and style users supply the details signature and envelope **How to Write a Great Reference Letter** , *The Ethics Primer for Public Administrators in Government and Nonprofit Organizations* James H. Svava, 2021-03-17 Written to introduce students to the fundamentals of administrative responsibility and ethics The Ethics Primer for Public Administrators in Government and Nonprofit Organizations provides a clear understanding of why ethics are important to administrators in governmental and non profit organizations and how these administrators can relate their own personal values to the norms of the public sector The Ethics Primer guides the student to align his or her own ethical commitments with the ethical standards of the field Further it helps the reader understand how to put these standards into practice as an individual administrator and as a leader of a public or nonprofit organization Utilizing the ethics triangle as a framework that stresses virtue principles and promoting good outcomes this

text clearly articulates for the reader the duties and responsibilities of public servants

### **The Principal's**

**Quick-Reference Guide to School Law** Robert F. Hachiya, Robert J. Shoop, Dennis R. Dunklee, 2014-03-31 The go to legal resource for principals fully updated How often does a potential legal issue arise at your school Now in an expanded third edition this trusted resource provides clear and helpful guidance from a team of respected school law experts Substantive new information shows principals how to Address student use and misuse of technology on and off campus Avoid the pitfalls of zero tolerance discipline policies Lead school safety and violence prevention including collaboration with school resource officers and other personnel Prevent and respond to bullying incidents Stay current with special education requirements Ensure that employment and evaluation practices reflect the law [Daily Graphic](#) , **Three by 33** Malcolm D.

Hawk, 2011-11-07 This is the story of my life at least its first 70 years I am writing it so that my three children and my three granddaughters may know something about my background and theirs It is the type of book I wish my parents had written as there is so much about their lives I do not know but sincerely wish I did Since I am telling this tale much depends on my memory of events my interpretation of them and the details of those I select to include as well as those left out I have tried to be candid and accurate and honest to include some of the good of which there is much and some of the not so good of which fortunately there is much less I hope that those who read these pages will find some information to interest them and some that is new that will add to their understanding

### **Librarian's Guide to Writing for Professional Publication** Marta

Mestrovic Deyrup, 2018-12-04 Professional publication can take your career to the next level Use this guide to learn the best ways to share your expertise and show commitment to the profession through publishing Even if you re not yet confident about your experience ideas or writing skills more than likely you re ready to consider publishing This practical guide will supply the encouragement and direction for you to effectively communicate using the written word and start publishing which will likely serve to boost your career It explains the difference between traditional and self publishing supplies advice on picking a publisher and working successfully with a publisher and provides useful information on copyright open access publishing and contract signing While geared to all librarians this book also includes text intended specifically for librarians on the tenure track and those who wish to experiment with new media The book supplies writing templates that make it simple to write various types of communication such as a letter to the editor effective emails and memos or compelling letter of recommendation a news release newsletter or feature story and conference proceedings peer reviewed articles technical manuals or brochures You ll also learn how to write a proposal for a book or journal article to submit to a publisher and how to turn your master s thesis or doctoral thesis into a published work Any librarian who is serious about advancing their career will find this an invaluable resource

### **Joint Volumes of Papers Presented to the Legislative Council and**

**Legislative Assembly** New South Wales. Parliament, 1916 Includes various departmental reports and reports of

commissions Cf Gregory Serial publications of foreign governments 1815 1931

[Daily Graphic](#) Ransford Tetteh, 2011-02-07

Saunders Medical Office Management Alice Anne Andress, 2013-08-09 With proven techniques and professional insight this one of a kind resource is your complete guide to ensuring both effective patient care and sound business practices in the medical facility From the front office to financial management each detailed chapter addresses the interpersonal and administrative concerns you ll face in the management of a medical office accompanied by realistic forms letters and procedural policies that help you prepare for on the job success This new edition keeps you up to date on emerging developments in billing and coding documentation ethical and legal issues and technological advances to help you keep your medical office at the forefront of the competitive health care field Manager s Alert boxes detail measures to help you avoid complications and prevent potential emergencies From the Expert s Notebook boxes help you build daily decision making skills with helpful tips suggestions and insights drawn from real world practice Exercises at the end of each chapter reinforce concepts and help you assess your understanding Detailed appendices provide fast easy access to commonly used abbreviations and symbols Medicare information helpful websites and answers to the end o f chapter exercises as well as a sample procedure and policy manual to guide you in developing your own practices Written Communication chapter helps you ensure proper communication and documentation in the health care facility Updated content in the Medical Record chapter familiarizes you with the latest information on the electronic medical record The updated Billing Coding and Collections chapter keeps you up to date with the latest coding and insurance forms CMS 1500 Coverage of current legal and ethical issues and emerging technology in the medical office keep you apprised of recent developments     Handbook for the Beginning Music Teacher Colleen Marie Conway, Thomas M. Hodgman, 2006 This practical and essential resource guides preservice and beginning music teachers through the most difficult years of music teaching Part One assists undergraduate music education students in navigating early observations Part Two offers advice for music student teachers and Part Three is an invaluable reference for the beginning music teacher Nineteen real life stories are interspersed throughout Handbook for the Beginning Music Teacher and most include questions for discussion developed by the story authors Publisher Federal Register , 2013-08     **Manufactured Milk Products Journal** , 1927

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