

[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.

It is with great confidence that I recommend [INSERT THE NAME OF THE APPLICANT] as a qualified applicant for a 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 was in charge of [INSERT THE JOB DESCRIPTION AND RESPONSIBILITY].

[INSERT THE NAME OF THE APPLICANT] has great work abilities. He is totally dependable and very proficient. He can work freely and can complete any task. He is adaptable and willing to take extra hours to work on an assigned task. He is an imaginative and committed employee and who can be relied upon at all times.

I believe that [INSERT THE NAME OF THE APPLICANT] would be a huge asset to your organization and has my endorsement. It is my earnest hope that he finds an organization with the assets to help him develop his craftsmanship.

Sincerely yours,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

Signature

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M Tight



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