**[Your company logo]**

**[Address]**

**[Recipient]**

**[Address]**

**[Date]**

Subject: Recommendation for **[Surname and Name]**.

Miss/Sir,

It is my pleasure to recommend **[Surname and Name]** for employment with your organization. **[Surname and Name]** worked for **[company name]** from **[hire date]** to **[leaving date]**.During this time, **she/he** occupied the position of **[position]**, and was responsible for **[list responsibilities]**.

Within our organization, **[Surname and Name]** acquired outstanding skills with regard to **[list skills acquired]**. **She/he** fulfilled **her/his** role with **[list the employee’s professional qualities]** and was particularly well known by **her/his** colleagues and supervisors for **[list their personal qualities]**.

I recommend **[Surname and Name]** without reservation. I am confident that **she/he** will be a tremendous asset for your company.

Should you need any additional information, please do not hesitate to contact me at **[telephone number]** Ext. **[extension number]**.

Please accept my distinguished salutations.

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**[Your Surname and Name]**

**[Your position within the company]**