**JOB RECOMMENDATION LETTER**

[DATE]

Dear [RECIPIENT NAME],

Good day. I am [YOUR NAME], the Human Resource Manager of [YOUR COMPANY NAME]. I am writing this letter to inform you and make a great recommendation for your organization.

It is with great confidence that I recommend [NAME] as a qualified applicant for the [POSITION] in your good company. [HE/SHE] was utilized by our company as [DESIGNATION] from [JOINING DATE]. [HE/SHE] was in charge of [RESPONSIBILITIES]. [NAME] has great work abilities. [HE/SHE] is totally dependable and very proficient. [HE/SHE] can work freely and can complete any task.

I believe that [NAME] would be a huge asset to your organization. I can assure with my experience that you will be very happy to have [HIM/HER] in your organization as a [POSITION].

Regards,

[YOUR SIGNATURE]

[YOUR NAME]