[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 talented Project Manager who wishes to apply and be hired as such.

With great confidence, I can highly prescribe [INSERT THE NAME OF THE APPLICANT] as a possible and qualified applicant for the available position of project manager in your good company. [INSERT THE NAME OF THE APPLICANT] has been our company’s Project Manager from [INSERT EMPLOYMENT DATES]. He was in charge of [INSERT THE JOB DESCRIPTION AND RESPONSIBILITY].

[INSERT THE NAME OF THE APPLICANT] has great organizational leadership qualities. He is an imaginative and committed employee who reliably performed his responsibilities to the best of his ability . Furthermore, he has enough knowledge of the technicalities as a Project Manager. He is very well informed and knowledgeable on the different aspects of what it takes to be a Project Manager.

I believe that [INSERT THE NAME OF THE APPLICANT] would be a huge resource for your organization and has my most noteworthy proposal. In closing, let me say that your excellent institution deserves such a man as the above applicant to implement your projects more perfectly.

With great thanks,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

**Signature**