Date:

**To Whom It May Concern**

I recommend Mezo for the company’s upcoming XYZ training program in China. He is one of our most skillful employees with a thirst for knowledge. Selecting him for the said training will be beneficial for the company.

Doe has been serving the company for the past 6 years. During this time, he has been enrolling himself independently in various training programs to update his skills. Further polishing his skills will boost his performance which in turn will be beneficial for the organization.

It is, therefore, my recommendation to choose John Doe for this program. He will not disappoint us.

It is with great pleasure that I recommend XYZ to ABC College. I had the joy of teaching her during her A-Level program at Roots School and College.

[Your Name]  
[Designation]  
[Company Name]  
[Address Line 1]  
[Address Line 2]

[Signature]