**To Whom It May Concern**

**DATE: September 23, 20XX**

**Re. Recommendation Letter; Referring Mr. [Name] for the Position of [mention the designation]**

Dear Mr. [name],

I am [name], currently working as a [mention your designation] at the [name of the company]. I have been working in this organization since 20xx. I have experienced three years in the management team and two years in project management.

I have known [name] since he joined the organization. He entered the organization as a [mention his designation] in 20xx. He was promoted to the [name the Position] rank in 20xx. He has been living in the [mention his address precisely].

I know him personally as we have worked together in this organization for X years. He proved to be a great coworker: a cordial colleague and a very cooperative fellow. I have known him since he joined the organization and saw his work first-hand. He worked in the same department as I did. Most of our work aligned together and was collaborative.

His nature is amiable and cooperative. He showed sheer diligence and resilience in times of crisis and worked under high pressure. He was able to handle assignments and meet deadlines on short notice. I saw him grooming and turning into a great research fellow. His ideas and methods of conducting research, collecting and organizing data, and structuring them into full-length proposals or technical reports are creditable.

I refer him to your company as a senior research fellow. He aspires to be an excellent research and project manager in the future. I believe that he will prove to be an asset to your organization.

Please, do not hesitate to ask if any queries. You can contact me at [phone number] during office hours: 10 AM to 4 PM. Thank you for reviewing this recommendation.

Regards

[Your name]

[Designation]  
[Name of the organization]  
[Signature]