Date

Subject

Dear Ms. Laura,

It is my great pleasure to recommend Mr. Bill Walter as he seeks employment with ‘The [X]’. I have been Mr. Walter’s supervisor for two years when he was working for my company "The [X]". He worked for us for three years. He was hired as a member of the sales department but after experiencing his teamwork and communication skills, he got transferred to the HR department. This is the reason I highly recommend Mr. Walter for this HR job at your company.

He was a great asset to our company. He helped us in restructuring our whole HR system which helped us in increasing the department’s productivity by 12% over a period of one year. The turnover rate of employees also reduced tremendously.

During his tenure with us, Mr. Walter showed amazing performance throughout. His engagement and dedication will be observable even in the initial months of his employment with you. He does not perform alone rather, takes the whole team along. He is professionally well-qualified and skilled to perform any tasks assigned to him and the responsibilities bestowed on him.

I have no reservations in recommending Mr. Walter for the position of ‘HR assistant manager’ at your company. I am certain that he will prove to be a great value-addition to your company as well. Kindly, let me know if you need any further information about him.

Regards,

Greg Bills.