To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code

Dear [Recipient Name]:

You are surely the very first person whom I wanted to break the news of my job. I got selected for the post of area sales manager at XYZ. A formal interview of mine has been conducted by the HR of the company but a more detailed interview is yet to come. I am very thankful to you for writing a recommendation letter for me.

Your belief in me has generated such a strong recommendation letter by you that it has enabled me to live my dream. I strongly believe that it was due to your recommendation that got me the job. Thank you once again for not only in supporting me but also for believing in me.

Sincerely,

[Your Name]

[Title]