[Company Name]

[Complete address of the company]

The subject of the letter

Salutation

To Whom It May Concern

I am writing the letter of recommendation for Mr. ABC who has been working as MENTION THE DESIGNATION in the company for 5 years. Mr. ABC has been working with complete diligence ever since I started working with him. He is a very hardworking person who has always done his best to meet the ever-increasing needs of the company.

Mr. ABC has already been promoted quite a few times in the past. Everyone in the company knows how diligently he works. According to [X], MR. ABC is the most appropriate person for the promotion. As a matter of fact, no one in the company can doubt the propriety of him for promotion. I am sure that he will play the best role in making the company progress.

I hope that you will consider my recommendation. If you need further information about Mr. ABC, you can contact me on my phone number.

Regards,

Sincerely

Signatures of the supervisor