Your Name  
Your Address  
Contact Number

Date

Recipient’s Name  
Address

Dear (Name of Recipient),

I would like to recommend (name of employee) for the position of financial manager at (name of company). (Name of employee) has worked in the (tell department) for (tell how many years). He/she has been helpful to all staff members and is a capable candidate for the position. He/she is a leader and his/her skills are exceptional.

(Name of employee)’s ability to figure out a strategy and implement it has helped the department succeed. He/she was the team leader for a few successful initiatives.

He/she is hard-working and helps the whole department out. I believe that the company will benefit if he/she is a financial manager.

If you need any additional information, please let me know.

Sincerely,

Your Name