**Date**

**Re. Recommendation letter for the Recruitment of [NAME] for the Vacant Position of [DESIGNATION]**

To Whom It May Concern

I am [NAME] from [COMPANY]. First, I am thankful to you for considering me while collecting recommendations for the fulfillment of the vacant position of [POSITION]. In this letter, I intend to give a brief introduction to the one who is highly recommended by me.

Mr./Ms. [NAME] is one of the fittest for the position of [POSITION]. [NAME] is graduated from the [UNIVERSITY/SCHOOL], [CITY/STATE]. He did his master’s from [UNIVERSITY] and has been doing [ADDITIONAL DEGREE/DIPLOMA] as well. On account of having strong communication skills and command of Human Resource Management, he was hired by our company as a communication expert in 20XX. Later, he was promoted as a coordinator in the organizational training wing where he serves as a communicator, trainer, and supervisor of the telecommunications department.

He is friendly and professional both at the same time. He has been working here for [X] years and he has become one of the most important employees of the company. Due to the shutdown of telecommunications, [NAME] had to be referred to another company and log off from here. Since he is one of the perfect fits for the vacancy, I highly recommend you recruit [NAME]. He is committed, professional, and competent.

He has [X] years of experience in the field of communication management. Hence, your job requires the same, I would suggest you call [NAME] and schedule a formal interview to comply with the procedural methods and ascertain the appropriateness of the candidature of Mr. [NAME].

Being a General Manager, I was able to observe him closely. For more, you are welcome to contact me anytime from 5:00 PM to 9:00 PM for further discussion. If you have any queries about the candidate’s profile, you can contact him at [PHONE]. His email address is [EMAIL] and his contact number is [PHONE]. Thank you.

[Your Name]  
[Designation]  
[Company Name]