Sender’s name:  
Address of the sender:

Name of the candidate being recommended:  
Address of the candidate:

Dear (mention the name of the recipient),

I am glad to write this letter to show gratitude to you for the excellent performance and services you have benefited my company with. You have worked so well and have contributed a lot in raising the sales of the company as a supplier of products to our warehouse. I also appreciate the fact that you were always available for discussion whenever it was needed within the company. Your professionalism and approach towards the job have blown everyone away.

You have been working as a supplier and handling the entire sales department for more than a month now.  The difference your presence has brought to the company is visible. I am feeling now that our company has a lot of progress due to the capable and intelligent suppliers like you.

I would like to retain you as an employee in my company as a sales manager. I would love to take your services in future also. In addition to it, I will never hesitate to recommend your company to any individual or a business looking for the best services.

Name of the sender

Signatures