**Date:**

**Recommending Mr./Ms. [NAME] for the Fulfilment of the Vacant Position of [POST] for Case No. [xx-xxx-ABC]**

Dear [NAME],

Thank you for expressing your confidence in my opinion. I am writing this letter of recommendation to recommend Mr./Ms. [NAME] for the fulfillment of the vacant position of [POST]. As Mr./Ms. [NAME] is one of the most appropriate considerations for the titled job, I would recommend him to be recruited in the cadre [x] complying with all the recruitment criteria of your office.

I know Mr./Ms. [NAME] for several years as he/she has been working in my company as a [DESIGNATION] since 20XX. His/her professionalism, mannerism, competence, hard-working nature, commitment to the work, dedication, and struggle for the best has inspired me to recommend him/her to work as a/an [....] in your company.

He/she has been working under my immediate supervision as a/an [...] since 20XX. I have observed his/her work closely and always found it efficient and productive. The creative mind and problem-solving techniques of Mr./Ms. [NAME] distinguishes him/her and makes his performance eminent and remarkable.

Coming from [UNIVERSITY], [NAME] has done his/her major in the [DEGREE]. With an extensive knowledge of corporate management, quality assurance, data analysis, he/she has been a great help for all the counterparts of the company. he/she has been a great asset to the company; hence, we are compelled to replace him/her for internal problems of the company until he/she finds another credible workplace.

Being a boss, I have always found [NAME] competent and well-mannered. His/her flexible nature makes him/her the best and the most suitable fit for the recruitment of [...].

Please let me know if you need a detailed profile/resume of the candidate or Terms of Reference (ToR). I shall be glad to furnish more information and make the recruitment convenient for you. You can contact me at [EMAIL] or [PHONE]. Thank you.

[Your Name]  
[Designation]  
[Company Name