**Date:**

**Recommendation Letter for the Recruitment of [DESIGNATION]**

Dear [NAME],

I am overtly delighted to receive your letter asking for a suitable suggestive recommendation for the fulfillment of the vacant position of [DESIGNATION]. Here is my recommendation for the mentioned position.

Mr./Ms. [NAME] has been a former employee of the [COMPANY]. He worked here for [X] years as a [POSITION]. Later, he was transferred to the Manufacturing Department of the company where he served as a [POSITION] for [X] time. He resigned from the company to change his cadre. I have been his supervisor all the time during his working career in the company. Being supervisor, I can evaluate his performance as wonderful and incredible. He was a very hardworking and dedicated worker. He always prioritized his dedication and commitment to the work.

I assure you of his credibility and professional demeanor. He is a graduate of [INSTITUTE] in [DEGREE]. He also has an additional diploma in the [DIPLOMA] from [INSTITUTE/SCHOOL]. He has done his internship in one of the well-known organizations and hence keeps a professional insight for the work. He has substantial qualities of problem-solving techniques significant for the quality assurance department and the corporate sector of the working cadre.

Having extensive experience in research methods, he has always been a great assistance in the research and development sector of the organization. He has been of great assistance to almost all the organizational and managerial tasks of the company. He has also served in the HRM of the company as a/an [POST]. Having all the mentioned qualities, I deem him as the best fit for the vacant position of [VACANT POST] in your company.

For any queries about the recruitment of the recommended candidate, you can call me at [PHONE] or write to me at [EMIAL]. I am thankful to you for relying on me for the recommendation of the candidature. Thank you.

[Your Name]  
[Designation]  
[Company Name