Your Name  
Your Address  
Your Email

Date

Name  
Title  
Organization Name  
Address

Dear Sir/Madam,

I am writing this letter to recommend **{candidate’s name}**to your organization. I have known him for more than ten years now. I have been his supervisor for the last eight years. He has been one of the best employees at ABC Management. His enthusiasm and passion for work are amazing.

He has started as an intern with us, but he proudly leaving as a sales manager. He has been consistently improving with his sales every year and won multiple awards for employee of the year. Apart from work ethics, he has been involved in sports and cultural activities as well.

It was a great experience working with him. We at ABC Management are already feeling the gap that has created in our team with his desire to move to your organization. He has done great service with me and I am sure he will be an asset to your organization as well.

Please feel free to contact me at **{email address} or {phone number}**in case of any further queries or additional information.

Thank you

Regards,