

## **Recommendation of [Candidate's Name] for [Position]**

Dear Sir/Madam,

[Address the Hiring Manager directly if you can. Look to the Candidate's Cover Letter for their name.]

I am writing to you to recommend [Candidate's Name] for [Position]. I am [Your Position], and have been working in [Your Industry] for [Number of Years] years. [Candidate's Name] and I have worked closely in the [Department Name] of [Your Company], where he has reported directly to me for the past 3 years.

I am thoroughly impressed by [Candidate's Name]. Ever since he joined [Your Company] as a fresh graduate, he has demonstrated remarkable professional growth and capabilities in [Areas of Strengths and Candidate's Top Skills]. In 3 years, he has frequently outperformed his peers in [Focus Areas], and has even [Significant Achievements, if any].

[Candidate Name]'s enthusiasm towards his work, and his drive to [Areas Where Candidate Added Value] shapes him as a valuable asset to our company. Apart from his technical know-how, he is also a [Soft Skill] and [Soft Skill]. He is a [Soft Skill].

I am extremely confident that [Candidate Name] would be a great addition to your team and organisation. Not only will [Candidate Name] be a great fit for [Role], but he will also strive to use his skill sets to help your company grow in the future. I am fully confident in recommending him as an employee for your organisation. If you have any further questions, feel free to contact me.

Sincerely,

[Your Name]