

To whom it may concern,

I would like to recommend <<<name of employee>>> as a candidate for a position with your organization. In his/her position as <<<job title>>>, <<<name of employee>>> was employed in our organization from <<<period of employment>>>. <<<Name of employee>>> did an excellent job in this position and was an asset to our organization during his/her tenure with the organization. <<<Describe his/her skills>>>. Eg: He/ She has excellent written and verbal communication skills, is extremely organized, can work independently and is able to follow through to ensure that the job gets done.

<<<Describe the job responsibilities>>> Eg: During his/her tenure with <<<Company Name>>>, <<<name of employee>>> was responsible for supervising ..... <<<Name of employee>>> effectively scheduled and managed various projects simultaneously. He/ She would be an asset to any employer and I recommend him/her for any endeavor he/she chooses to pursue.

Yours Sincerely

.....

<<<<Name of the General Manager>>>>

General Manager