

Logo
Your name
Your position
Address of the company

Date

To Whom It May Concern:

This letter is my personal recommendation for XXXXX. Until just recently, I have been XXXXX's immediate supervisor for several years. I found him to be consistently pleasant, tackling all assignments with dedication and a smile.

Besides being a joy to work with, XXXXX is a person who is able to present creative ideas and communicate the benefits. XXXXX is also very flexible and eager to take on new challenges. For example, during the busy summer season we needed an operator to step up and fill in in the marketing Department. XXXXX volunteered and made an immediate and positive impression on everyone there.

Though he was an asset to our marketing efforts, XXXXX was also helpful in other areas of the company. In addition to writing effective training modules for sales representatives, XXXXX assumed a leadership role in sales meetings and motivating other employees.

I highly recommend XXXXX for employment. He is a quick learner, energetic, and hardworking and would make a great asset to any organization.

Sincerely,

YOUR NAME and position