

[INSERT THE DATE OF SENDING]

[INSERT THE NAME OF THE DESIRED RECIPIENT]

[INSERT THE MAILING ADDRESS]

[INSERT THE POSITION OF THE DESIRED RECIPIENT]

**Recommendation Letter: [INSERT THE NAME OF THE APPLICANT]**

Dear Mr. [INSERT NAME OF THE DESIRED RECIPIENT],

Good day. I am Mr. [INSERT THE NAME OF THE SENDER], the Human Resource Manager of [INSERT THE NAME OF THE COMPANY]. I am writing this letter to inform you and make a great recommendation for the above mentioned talented Project Manager who wishes to apply and be hired as such.

With great confidence, I can highly prescribe [INSERT THE NAME OF THE APPLICANT] as a possible and qualified applicant for the available position of project manager in your good company. [INSERT THE NAME OF THE APPLICANT] has been our company's Project Manager from [INSERT EMPLOYMENT DATES]. He was in charge of [INSERT THE JOB DESCRIPTION AND RESPONSIBILITY].

[INSERT THE NAME OF THE APPLICANT] has great organizational leadership qualities. He is an imaginative and committed employee who reliably performed his responsibilities to the best of his ability. Furthermore, he has enough knowledge of the technicalities as a Project Manager. He is very well informed and knowledgeable on the different aspects of what it takes to be a Project Manager.

I believe that [INSERT THE NAME OF THE APPLICANT] would be a huge resource for your organization and has my most noteworthy proposal. In closing, let me say that your excellent institution deserves such a man as the above applicant to implement your projects more perfectly.

With great thanks,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

**Signature**